

	Title: Data Protection Notice Campus Jobs
	Document Type: Guidance
	Location: Policy, Governance and Information
	Version: 1.0
	Publication Date: March, 2019
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## Solent Futures (Campus Jobs) Privacy Notice

### Our contact details

Solent University, East Park Terrace, SO14 0YN Southampton

campus.jobs@solent.ac.uk

For more information, please contact the Information Rights Team at:

[information.rights@solent.ac.uk](mailto:information.rights@solent.ac.uk)

### What type of information we have

- Personal Details (name, email address, phone number)
- Protected characteristics such as gender and ethnicity (anonymised for statistical purposes)
- CV (if you have submitted it to apply for an opportunity)
- Bank details so you can get paid (held by Payroll)

### How we get the information and why do we have it

- We have a legal obligation (such as HMRC or DBS Check).
- We need it to perform a public task (as a University we have a number of responsibilities).
- We obtain this information when you apply for a Campus Job either via application form or CV
- Additional information not on your CV may be obtained by the student records system, Quercus

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- (a) We have to fulfil a contractual obligation (employment through Campus Jobs).
- (b) We have a legitimate interest and the processing carries no or little risk. \_\_\_\_\_

## What we do with the information

We will process your data for the purposes of putting your details forward for Campus Job opportunities at the University and if you are employed in a Campus Job. In certain situations we may be required to process data for monitoring and tracking the effectiveness of Campus Jobs and the levels of engagement with students and who those students are.

Any data you provide as part of the application and recruitment process will only be shared where it is essential for the management of the employment contract. We may share your data for the purposes of:

- Putting your details forward to hiring Line Managers for Campus Jobs
- Liaising with Payroll to ensure you are paid for the work that you undertake
- Recording the number of students and related protected characteristics and demographics of students in relation to Campus Jobs

Any information processed will be deleted once it is no longer necessary for the purposes for which it was collected.

## Your data protection rights

Under data protection law, you have rights including:

- Your **right of access** - You have the right to ask us for copies of your personal information.
- Your **right to rectification** - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your **right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to **restriction of processing** - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Your right to **object to processing** - You have the right to object to the processing of your personal data in certain circumstances.

- Your right to **data portability** - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [information.rights@solent.ac.uk](mailto:information.rights@solent.ac.uk) if you wish to make a request.

## How to complain

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113