

Royal Holloway Students' Union
Job applicants, current and former RHSU employees

1. Background

At Royal Holloway Students' Union we're committed to protecting and respecting your privacy.

This page explains when and why we collect personal information about job applicants, along with current and former RHSU employees. It also explains how we use it, the conditions under which we may disclose it to others and how we keep it secure.

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2. What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

3. What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

3.1 Application Stage

If you use our online application system, this will be collected by a data processor on our behalf (please see below).

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our recruitment team and relevant hiring manager will have access to all of this information.

3.2 Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by RHSU.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of six months. If you say yes, we would proactively contact you should any further suitable vacancies arise.

3.3 Offer of employment

If we make an offer of employment this will usually be subject to the receipt of satisfactory references and pre-employment checks. In law we are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

Prior to the commencement of employment, you will therefore be required to provide: Proof of your identity – you will be asked to bring original documents to RHSU, we will take copies.

We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work.

We will contact your referees, using the details you provide in your application, directly to obtain references.

4. Use of data processors

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

4.1 PeopleHR

If you use our online application system, you will provide the requested information to PeopleHR who provide this online service for us. Once you click 'apply now' you will be taken to PeopleHR's website and they will hold the information you submit but RHSU will have access to it.

If you accept an offer from us, some of your personnel records will be held on PeopleHR which is an internally used HR records system.

For more information, please see [PeopleHR's privacy notice](#).

4.2 SAGE Payroll

If you are employed by RHSU, relevant details about you will be provided to SAGE Payroll who provide payroll services to RHSU. This will include your name, bank details, address, date of birth, National Insurance Number and salary.

For more information, please see [SAGE Payroll's privacy notice](#).

4.3 NEST Pensions

Likewise, your details will be provided to NEST who are the administrators of the Automatic Enrolment Pension Scheme, of which RHSU is a member. If you meet the relevant criteria in terms of age and salary, you will be auto-enrolled into the pension scheme and details provided to NEST will be your name, date of birth, National Insurance number, salary and work email address.

5. How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

6. How we make decisions about recruitment?

Final recruitment decisions are made by hiring managers and members of our recruitment team. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to your contact within our recruitment team or by emailing surecruitment@su.rhul.ac.uk