

Yale University Press London – Candidate Privacy Notice

Data Controller:

Yale University Press London, 47, Bedford Square, London WC1B 3DP Tel: 020 7079 4900 (hereafter referred to as YUPL')

As part of any recruitment process, YUPL collects and processes personal data relating to job applicants. YUPL is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does YUPL collect?

YUPL collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which YUPL needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

YUPL may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

YUPL may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. YUPL will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does YUPL process personal data?

YUPL needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, YUPL needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

YUPL has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows YUPL to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. YUPL may also need to process data from job applicants to respond to and defend against legal claims.

YUPL may process special categories of data, such as information about ethnic origin, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. YUPL processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, YUPL may be obliged to seek information about criminal convictions and offences. Where YUPL seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, YUPL may keep your personal data on file in case there are future employment opportunities for which you may be suited. YUPL will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

YUPL will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. YUPL will then share your data with former employers to obtain references for you. YUPL may contact employment background check providers to obtain necessary background checks, and if required the Disclosure and Barring Service to obtain any necessary criminal records checks.

Your data may be transferred outside the European Economic Area (EEA) to our Parent Office in New Haven, Connecticut, USA, regulated via a Data Transfer Agreement.

How does YUPL protect data?

YUPL takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties

For how long does YUPL keep data?

If your application for employment is unsuccessful, YUPL will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that

period, or should you withdraw your consent within that period, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require YUPL to change incorrect or incomplete data;
- require YUPL to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where YUPL is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact YUPL's

Data Protection Officer: Robert Owen.

Email dpo@yaleup.co.uk **Tel:** 020 7079 4952

If you believe that YUPL has not complied with your data protection rights, you can complain to the Information Commissioner.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to YUPL during the recruitment process. However, if you do not provide the information, YUPL may not be able to process your application properly or at all.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.