



[www.qibextra.co.uk](http://www.qibextra.co.uk)

## QIB Extra Privacy Notice for Recruitment

The NBI Partnership (NBIP) Ltd provides non-scientific services to QIB Extra. Further information and contact details are available on the NBIP website: <http://nbip.nbi.ac.uk/>.

The NBIP Human Resources Department provides a Recruitment Service to QIB Extra. This privacy notice explains how NBIP HR collect, store and use any personal information they obtain during the recruitment process, in accordance with the UK GDPR (United Kingdom General Data Protection Regulation).

### What information do NBIP HR collect about you?

When you apply for a vacancy with QIB Extra, NBIP HR collect a range of sensitive and non-sensitive data about you.

#### Non-Sensitive Data

NBIP HR collect personal information such as your name, address, e-mail address etc, together with details of your skills, qualifications and experience relevant to the role you are applying for.

#### Sensitive Data

NBIP HR collect information about your age, gender (including previous gender identity if applicable), disability, ethnic origin, religion, belief or lack of religion/belief and sexual orientation as part of NBIP HR equality monitoring procedures.

#### How NBIP HR use your information

Non-sensitive data collected from your application form or CV is used to assess your suitability for the role and, as appropriate, make arrangements for selection activities.

Sensitive data collected as part of equality monitoring procedures is used to provide anonymised data and reports to ensure NBIP HR maintain and promote equality of opportunity across their recruitment practices. As appropriate, it may also be used to ensure reasonable adjustments are made to recruitment processes in relation to any disability, in accordance with the Equality Act 2010.

#### How do NBIP HR store and share your information?

Your information is mainly stored in secure electronic systems. Electronic or paper copies of your application form or CV will be provided to the QIB Extra shortlisting/interview panels. For some posts, the recruitment panel will include external representatives, for example, individuals with expert knowledge relevant to the advertised post. While external panel members will be provided with a copy of your application form and/or CV, no paperwork will be retained by them once the recruitment process has been concluded.

Equality monitoring data is stored electronically and not shared outside of HR, other than in the form of anonymised data for equality monitoring purposes.

If NBIP HR wish to take up references following short-listing or a conditional offer of employment, they may provide non-sensitive personal information to any referee you have included in your application form or CV. If you indicate



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on your application form that you do not wish NBIP HR to contact referees before interview or without referring to you first, they will respect your wishes.

If you require a Visa for any employment with QIB Extra, NBIP HR may be required to share your personal information with UK Visas and Immigration (UKVI) in order to support your Visa application.

Finally, NBIP HR may share details regarding your application and recruitment decisions when requested by auditors.

### Security of your information

NBIP HR are committed to keeping your personal information safe and secure. As indicated above, your personal information is created, stored and transmitted securely in a variety of electronic and paper formats. Access to your personal information is limited to shortlisting/interview panel members and staff who have a legitimate interest in it for the purposes of carrying out their contractual duties.

### Accessing, correcting or deleting your information

NBIP HR want to make sure that your personal information is accurate and up to date. You have the right to request a copy of the information NBIP HR hold about you, to request a correction and to request that your personal data is deleted. In some cases, NBIP HR may not be able to agree to your request. In this situation NBIP HR will provide you with the reason and you have the right to complain to the Information Commissioner if you are unhappy with the decision. You have a range of other rights under the UK GDPR. If you would like more information, please see the Information Commissioner's Office website: <https://ico.org.uk/> (see "Your data matters").

### Disposal of your data

NBIP HR retain all information they collect during the recruitment process for a period of six months after the post has been filled. This is to ensure that NBIP HR can provide feedback to unsuccessful candidates and deal with any queries about the recruitment process. After this period, for all unsuccessful candidates, all information is deleted or securely disposed of. For successful candidates, personal information collected during the recruitment process will form part of the employee's HR file. As appropriate, a Privacy Notice for Employees will be made available at that time.

### Who can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, you can contact the Human Resources team (please email [nbi.recruitment@nbi.ac.uk](mailto:nbi.recruitment@nbi.ac.uk)) or the Information Commissioner (please see details above).

### Compliance with data protection legislation

For QIB Extra the person with responsibility for advising on compliance with data protection legislation is James Myhill, contact [james.myhill@nbi.ac.uk](mailto:james.myhill@nbi.ac.uk).

*This notice will be reviewed on a regular basis and may be amended and updated at any time. NBIP HR may also notify you in other ways from time to time about the processing of your personal information.*

*Last reviewed: **January 2021***