

# Promotion applicant privacy notice

This privacy notice is for individuals applying for promotion at the University of York. It sets out the ways in which the University gathers, uses, stores and shares your data. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, University of York is the Data Controller as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office and our entry can be found [here](#). Our registration number is: Z4855807.

## Where do we get your data from?

The organisation collects information about you in a variety of ways. These include:

- information collected through your application forms, CV and any other documents provided as part of an application;
- information collected through any correspondence with you during the application process;
- from information provided by your department, particularly by your Head of Department or their delegate or a panel representing your department;
- from referees.

## What data do we have?

Personal data including:

- your name;
- your CV and any supporting documents;
- a report from your Head of Department;
- references;
- reports from the advisory panel and Academic Promotions Committee;
- equal opportunities monitoring information, including information about your age, gender, ethnic origin, nationality and disability status.

Special category data including information about disability, health, ethnicity and racial origin.

## What is our legal basis for processing your data?

The University needs to process personal data during the promotion process and keep records of that process. Processing data from applicants allows the University to manage the promotion process, and to assess and confirm a candidate's suitability for promotion. The University may also need to process data from promotion applicants to monitor the University's efforts to promote equality and diversity, and to respond to and defend against employment claims.

Typically, data will be processed:

- on the grounds of contractual requirement or to take steps to enter into a contract with you eg to offer you employment at the University;
- because it is necessary for the performance of a task carried out in the public interest (for information on our public task see our function as set out in our charter);
- because it is necessary for our or a third party's legitimate interests;
- to allow us to comply with our legal obligations;
- to protect your or another person's vital interests;
- to monitor equality and diversity;
- because you have given us your consent or, in the case of special category data, your explicit consent.

### How do we use your data?

The University may process your personal data (including special category data) for the following purposes:

1. to operate the academic promotion process;
2. to enable effective communication with you as an applicant for promotion;
3. to maintain and promote equality in the workplace;
4. to respond to and defend against employment claims;

### Who do we share your data with?

The University may share your data with:

- Your Head of Department, or their delegate (this may include a panel assembled by your department for this purpose);
- The faculty advisory panel for your department
- The Academic Promotions Committee
- Referees, which may be internal or external to the University, that have been identified by your Head of Department
- Staff in the Human Resources department involved in the management and administration of the process

## How do we keep your data secure?

The University takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see, <https://www.york.ac.uk/it-services/security/>.

## How do we transfer your data safely internationally?

In certain circumstances, it is necessary to transfer your Personal Data (including Special Category Data) outside the European Economic Area. In respect of such transfers, the University will comply with our obligations under Data Protection Law and ensure an adequate level of protection for all transferred data.

## How long will we keep your data?

In case of query, we keep the documents created during the promotions process for five years.

A record of your application and the outcome will be recorded on your personnel file and in electronic systems. This will be kept for six years after the end of your employment.

## What rights do you have in relation to your data?

Under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent. If you would like to exercise any of these rights, please contact us at [recruitment@york.ac.uk](mailto:recruitment@york.ac.uk). For all other requests, see <https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/>.

## Questions or concerns

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the University's Acting Data Protection Officer at [dataprotection@york.ac.uk](mailto:dataprotection@york.ac.uk).

## Right to complain

If you are unhappy with the way in which the University has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).