

RECRUITMENT PRIVACY NOTICE

The NBI Partnership (NBIP) Ltd provides non-scientific services to the Earlham Institute, John Innes Centre, NBIP itself and Quadram Institute Bioscience. 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 the Institutes and Partnership. This privacy notice explains how we collect, store and use any personal information we obtain during the recruitment process, in accordance with the General Data Protection Regulation (GDPR).

What information do we collect about you?

When you apply for a vacancy with the Earlham Institute, John Innes Centre, NBIP or Quadram Institute Bioscience, we collect a range of sensitive and non-sensitive data about you.

Non-Sensitive Data

We 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

We 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 our equality monitoring procedures.

How we 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 our equality monitoring procedures is used to provide anonymised data and reports to ensure we maintain and promote equality of opportunity across our 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 we 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 Institute or Partnership shortlisting/interview panels. For some posts, the recruitment panel will include external representatives, for example, from the funding body or collaboration. While external panel members will be provided with a copy of your application form 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 we wish to take up references following short-listing or a conditional offer of employment, we may provide non-sensitive personal information to any referee you have included in your application form or CV. If you indicate on your application form that you do not wish us to contact referees before interview or without referring to you first, we will respect your wishes.

If you require a Visa for any employment with the Earlham Institute, John Innes Centre, NBIP or Quadram Institute Bioscience, we may be required to share your personal information with UK Visas and Immigration (UKVI) in order to support your Visa application.

Finally, we may share details regarding your application and recruitment decisions when requested by auditors, as part of any NBI Audit Committee approved audit.

Security of your information

We 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

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

Disposal of your data

We retain all information we collect during the recruitment process for a period of six months after the post has been filled. This is to ensure that we 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 unless the Home Office requires a longer retention period related to visa sponsorship. 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) or the Information Commissioner (please see details above).

Compliance with data protection legislation

For the John Innes Centre, NBIP and Quadram Institute Bioscience, the person with responsibility for advising on compliance with data protection legislation is Mohamed Imran, contact: dpo@nbi.ac.uk. For the Earlham Institute, the person with responsibility for advising on compliance with data protection legislation is Sarah Cossey, contact: dpo@earlham.ac.uk.

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

Last reviewed: September 2019