

JOB APPLICANT PRIVACY NOTICE

Data controller: The Daphne Jackson Trust, Department of Physics, University of Surrey, Guildford, Surrey, GU2 7XH

The “organisation”, “we”, “us” and “our” for the purposes of this notice means the Daphne Jackson Trust.

Throughout this document, we use the term “processing” to cover all activities involving your personal information. This includes collecting, handling, storing, sharing, accessing, using, transferring and disposing of personal information.

1. What information does the Daphne Jackson Trust collect?

As part of any recruitment process, we collect and process personal data relating to job applicants. This involves a range of information about you, including:

- Your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history.
- Any disability requirements for which we need to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.

We collect this information in a variety of ways, such as through your CV or written statements; your passport or other identity documents, at interview(s) or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will only do this once a job offer to you has been made.

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

2. Why does the Daphne Jackson Trust process personal data?

We need to process data for the purposes of assessing your application and for potentially entering an employment contract with you. In some cases, we also need to process data to meet our legal obligations.

We have a legitimate interest to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. In using legitimate interests, we have considered our interests versus the rights and freedoms of employees. In doing this, we have concluded that the processing is appropriate.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This allows us to fulfil our obligations and exercise specific rights in relation to employment. For some roles, we may be obliged to seek information

about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

The Daphne Jackson Trust will not use your data for any purpose other than the recruitment exercise for which you have applied.

3. Who has access to my data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the team, interviewers involved in the recruitment process and managers in the business area with a vacancy. We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers or named referees to obtain references for you. The organisation will not transfer your data outside of the UK.

4. How does the Daphne Jackson Trust protect data?

We take the security of your data seriously. We have 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.

5. For how long does the Daphne Jackson Trust keep data?

If your application is successful prior to interviews, we will hold your data on file for a period of one month after the end of the recruitment process. It is then deleted or destroyed.

If your application is unsuccessful after interview(s) stage, your data will be held on file for a period of six months after the end of the recruitment process. It is then deleted or destroyed.

The exception to this is EDI monitoring data which is kept indefinitely in an anonymised format to support ongoing EDI monitoring of our recruitment process.

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.

6. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. In doing so, we may not be able to process your application properly or at all.

7. Your rights

You can:

- Access and obtain a copy of your data on request.
- Require us to change incorrect or incomplete data.
- Require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

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- Ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact katie.perry@surrey.ac.uk. If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.