Candidate Search Privacy Notice

1. Data Controller and Data Protection Officer
   The University of Newcastle upon Tyne (the University) is the Data Controller for personal data described in this notice. The contact for data held under this privacy notice is recruitment@ncl.ac.uk. The contact details of the University’s Data Protection Officer and the relevant supervisory authority are available at: http://www.ncl.ac.uk/data.protection/PrivacyNotice.htm.

2. Purpose of Processing
   The University collects and processes personal data about potential candidates (“you” or “your”) for job opportunities. It collects and processes information that would allow it to contact you to provide further information regarding job opportunities that may then lead to you requesting further information regarding said opportunities and ultimately applying.

   The University is using its legitimate interests as a legal basis for processing the personal data detailed in this paragraph. Those legitimate interests are: to recruit individuals for job opportunities.

3. Additional Information
   Additional Information provided by you during interactions with Newcastle University (e.g. when replying to our contact):
   These include details such as your current position (job title), current employer and contact details.
   Such information is used by the University to communicate with you to raise awareness of job opportunities.

4. Third Party Services
   If you decide to apply for a job opportunity this would be completed via our E-Recruitment system (Sap SuccessFactors) which is available at https://jobs.ncl.ac.uk/. Any application would fall under our job applicant privacy notice available at https://www.ncl.ac.uk/media/wwwnclacuk/jobvacancies/files/job-applicant-privacy-notice.pdf.

5. Information Gathering
   We may gather information about you from publicly available sources, for example Job Boards, Websites (such as university websites), Social Media etc., to help us to understand more about you as an individual and your potential relevance for a job opportunity.

6. Data Retention
   You potential applicant details are retained for 3 years.

7. Data Location
   The Information acquired is stored on servers located within the EEA or in the UK.
8. Data Sharing
The University will not share personal data with third parties unless the third party is acting as an agent for the University on the instruction of the University (e.g. a recruitment agency acting on our behalf to assist with a particular job opportunity). To stop this information being shared please contact recruitment@ncl.ac.uk

9. Your Rights
You have the right of access to your data; to update, amend and rectify your data; object to processing and the right of deletion. Please contact rec-man@newcastle.ac.uk to exercise any of these rights.