

## **Birkbeck, University of London**

Birkbeck exists to provide life changing educational opportunities for its students and undertake cutting-edge research for the public good. In order to carry out this mission, it is necessary to process personal data.

We take our responsibilities to process your data transparently, fairly, lawfully, safely and securely very seriously. This document is part of our efforts to keep you informed about how we treat your data.

### **PRIVACY NOTICE**

#### **For the purpose of Birkbeck Talent**

##### **About Birkbeck**

Birkbeck College (also known as Birkbeck, University of London) is the data controller for all of the personal data that it holds and processes and is subject to the General Data Protection Regulations (GDPR). Birkbeck is registered with the Information Commissioners Office (ICO) registration number Z718111X

- Address: Birkbeck College, Malet St, Bloomsbury, London, WC1E 7HX
- Birkbeck's Data Protection Officer can be contacted by emailing [dpo@bbk.ac.uk](mailto:dpo@bbk.ac.uk)

If you have any queries about how we use your data, or wish to exercise your rights with regard to your data including, making a subject access request, please contact [dpo@bbk.ac.uk](mailto:dpo@bbk.ac.uk)

##### **About Birkbeck's approach to personal data processing**

In common with all universities, Birkbeck processes the personal data of many individuals in order to carry out its mission.

You will find a complete set of information describing our data processing activities, our data privacy policy, relevant privacy notices, information about the rights of individuals whose data we process and how to exercise these rights on our website at [www.bbk.ac.uk/privacy](http://www.bbk.ac.uk/privacy).

Birkbeck has many different types of relationship with many different groups of people, and some people have more than one relationship with Birkbeck (for example one person may be both a student and member of staff). It is not possible to provide one single privacy notice that accurately describes all these processing activities. Therefore separate notices are provided that describe each processing activity. It should be noted that more than one privacy notice may apply to the processing of your personal data for different purposes. This should be made clear to you at the point where your personal data is collected. It should also be clearly described within the privacy notice itself. All our privacy notices are available at [www.bbk.ac.uk/privacy](http://www.bbk.ac.uk/privacy) and if you are in any doubt please contact [dpo@bbk.ac.uk](mailto:dpo@bbk.ac.uk).

##### **About our privacy notices**

This privacy notice explains how Birkbeck collects, uses and shares personal data and your rights in relation to the data that we hold about you. It includes information about how personal data is used, and the nature of any processing by other data processors or controllers.

## **The processing purpose covered by this notice**

This privacy notice applies to Birkbeck's processing of personal data for the purpose of Birkbeck Talent – Birkbeck's specialist recruitment consultancy.

## **What data we collect**

Birkbeck may obtain, hold and process the following personal data:

- Students/Alumni - We collect the information necessary to be able to find available job opportunities, and that is needed to check your eligibility for work. This information may be used at several stages of recruitment, from first introduction, through screening and interviews, to final appointment. The information will normally include your name, where we can contact you (phone, email address etc.), date of birth, work and educational history (CV). It may sometimes need to include other information such as proof that you are eligible to work in the UK (visa type and expiry date).
- Employers - We collect contact details normally including your names, job titles, telephone numbers and email addresses to enable us to tell you about potential employees we have for you. We will also normally hold contact details of finance or invoice points for invoicing purposes.

## **Where we collect it from**

The following are the different sources we may collect personal data about you from:

### Students/Alumni

- You, directly: As a student/alumni you enter information on the Birkbeck Talent pages of your My Birkbeck profile. Once you sign up to Birkbeck Talent, we access your contact details, department of study and visa details you have given us at application and enrolment that is held on our student database (SITS)
- A reference or word of mouth. For example, you may be recommended to us by a friend, a former or present tutor or colleague.

### Employers

- You, directly: As an employer you give us information to support your search for a new employee
- A reference or word of mouth. For example, you may be recommended to us by a friend, a former or present employer or colleague.

## **How we use the data**

To enable students and alumni of Birkbeck to secure jobs at external employers.

For students/alumni this includes:

- We use your personal data to match your skills, experience and education with the requirements expressed by a potential employer. We will initially look at basic information such as job role, Birkbeck department, experience and eligibility to work.

- Once you have registered your interest in a role, or given us consent to share your CV, we will then send your CV (without contact details) to employers
- If you secure a phone interview with an employer, we will share your contact number with the employer
- If you are successful in getting a role with one of our employers we will share your contact details with them, so they can send you your contract
- To help you in your job search, we may provide you with job recommendations or other relevant information, and may send you electronic communication, including contact you on LinkedIn as well as contacting you by phone.

For employers this includes:

- We collect contact details to enable us to tell you about potential employees we have for you.

This is necessary to ensure students and alumni can progress through the recruitment process and secure roles with employers. This is necessary to ensure we can source suitable students and alumni for employer's roles.

### **Under what lawful basis we process your personal data**

Birkbeck uses your personal data under different lawful bases depending on the process being performed. The following are the legal bases identified and examples of the data processing activity to which they apply:

- **Legitimate Interests** - We will keep you informed about the things going on at Birkbeck that we think you might like to know about, such as other job opportunities. For students and alumni that have signed up with Birkbeck Talent, as well as employers our processing is necessary for our legitimate interests as a provider of recruitment services. We process the information needed for us to assess student/alumni suitability for potential roles, to source students/alumni for roles and to contact employers. You can opt out of receiving this information if you wish. (Article 6 (1) (f))
- **Consent** – We process your applications on the lawful basis of your explicit consent. (Article 6 (1) (a))

**Withdrawal of consent** - you have the right to withdraw consent at any time. You can opt out by contacting [dpo@bbk.ac.uk](mailto:dpo@bbk.ac.uk)

**Special Category Data** – Birkbeck processes the special category data described in this privacy notice under condition Article 9(2)(j) for the purposes of providing this information to HESA as outlined in the HESA data collection notice and on condition Article 9 (2) (a) for the purpose of provision of services to you as an applicant and/or student.

### **How long we keep your data for this processing purpose**

We keep your information for as long as Data Protection standards recommend:

**Student/Alumni data:** for up to 2 years from our last meaningful contact with you

**Employer contact details:** So that we remain able to provide you with employees, your contact details will be retained for the period of 7 years since the last meaningful contact with you.

## **Sharing your data with other Data Controllers**

To process your job applications, your personal data will be transferred to the appropriate employer for review. These employers will also be data controllers of your personal data. You will provide your consent for this transfer at the point of application. Please refer to these employer's privacy notices for details on their data processing.

## **Third Party Service Providers (use of Data Processors)**

Birkbeck uses a number of carefully selected third parties to provide services on its behalf. In some cases this requires some elements of the data we hold about you to be passed to them for the express purpose of providing a service to you on our behalf. In each case a data sharing agreement is in place that prevents the third party from making any use of the data provided for any purpose other than that expressly agreed, and requiring the provider to securely destroy the data once the service has been provided. Details of these service providers are available at [www.bbk.ac.uk/privacy](http://www.bbk.ac.uk/privacy).

## **International**

In some instances the College may transfer personal data to parties located in other countries, including some outside of the European Economic Area (EEA). This may be because either Birkbeck staff, a Data Processor (or Sub-Processor) contracted by Birkbeck, or another Data Controller who data is shared with are located outside the EEA.

All instances of overseas transfers of personal data are subject to appropriate technical safeguards and contractual provisions incorporating appropriate assurances to ensure the security of the data and full compliance with legislative and regulatory requirements.

## **Your personal data rights**

You have the following rights with regard to your personal data held by the College:

- The right to request access to your personal data held by the College.
- The right to have inaccurate or incomplete personal data rectified.
- The right to erasure of personal data – this will only apply where there is no legitimate reason for the College to continue to process the personal data.
- The right to restrict the processing of personal data – you have the right to block the processing of your personal data by the College in specific situations.
- The right to data portability – you have the right to request provision of some elements of your information in digital form in order to provide it to other organisations.
- The right to object – you can object to the processing of your personal data by the College in certain circumstances, including the sending and receipt of direct marketing material.
- The right to object to automated decision making and profiling – you have the right to object to decisions taken by automatic means without human intervention in some circumstances.
- All requests to exercise any of these rights should be made to the College's Data Protection Officer, by emailing: [dpo@bbk.ac.uk](mailto:dpo@bbk.ac.uk).

**Complaints** - If you are unhappy with the College's handling of their personal data or believe that the requirements of GDPR may not be fully complied with, you should contact the College's Data Protection Officer in the first instance. You may follow also follow the College's formal complaint procedure, and you also have the right to submit a complaint to the Information Commissioner's Office; further details can be found at [www.ico.org.uk](http://www.ico.org.uk).

### **Version History & Review**

This privacy notice will be subject to periodic review. Any material changes will be communicated to those affected in an appropriate manner as and when they are required.

| <b>Version</b> | <b>Effective Date</b> | <b>Reason for change</b> |
|----------------|-----------------------|--------------------------|
| BBKPN010.0     | 24 May 2018           | Updated Privacy Policy   |
| BBKPN010.1     | 23 July 2018          | Updated comments         |