



How your information is used

To apply for a vacancy you will be asked to provide personal information. The personal information required will typically include but are not limited to; contact details, employment history, qualifications and referee details.

The Human Resources department and recruitment panel will use your information for the purposes of assessing your suitability for the post applied for and managing your application. The Institute will only use your data for that purpose and will not pass your information to external organisations except where an external body is party to the recruitment process.

In addition, you will be asked to provide your diversity data to support The Institute's equality and diversity monitoring. At all times, your data will be kept separate from your application form and will not be used as part of the selection process. It will not be shared with the recruitment panel at any point in the recruitment process except in the event that you would like to be considered under the Guaranteed Interview Scheme. Should we need to share this information it will be treated with the utmost confidence and will only be shared with the chair of the short listing panel and the Institutes Human Resources Department. The data given on the Equal Opportunities section will be used in accordance with The University of Manchester's registration under the Data Controller within the meaning of the Data Protection Act 2018. It will be kept strictly confidential and used for statistical purposes only.

Your information will be recorded in line with our Record Keeping policy. Should your application be successful and you take up employment with The Institute your information will be retained as part of your confidential staff record. This information will be kept secure and only used for purposes directly relevant to your employment. Should your application be unsuccessful for a position, your personal information will be retained in line with our Record Keeping policy (6 months). The Institute may need to retain information for longer to comply with UK employment and immigration regulations.

Criminal Convictions

Upon acceptance of an offer of employment, details regarding criminal record(s) will be requested. Posts with either standard or enhanced disclosure also require Disclosure and Barring Service (DBS) checks before an appointment can be confirmed. A criminal record will not necessarily be a bar to obtaining a position.

Your Rights

You can find out if we hold any personal information by making a 'data subject access request'. You also have the right to request the rectification or erasure of personal data, restrict its processing or object to processing. In some cases, exemptions may apply and we will advise in these circumstances. To make a request or if you have any queries about the privacy statement, please write to:

Information Governance Office
G6 Christie Building
The University of Manchester

Oxford Road
Manchester
M13 9PL

Tel: 0161 275 7789

Email: information.governance@manchester.ac.uk

The Data Protection Officer can be contacted at dataprotection@manchester.ac.uk.

Should a data breach occur, we have certain obligations under the Data Protection Act 2018 to notify the Information Commissioner's Office in the event of the loss or unauthorised access, disclosure or acquisition of the personal information we hold. You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.