

## **Privacy Notice for Applicants (Faculty Positions)**

Welcome to London Business School!

We respect your right to privacy. This Privacy Notice sets out details of the information that we may collect from you as part of the applicant process and how we may use that information. This Privacy Notice should be read alongside, and in addition to, the London Business School website privacy policy.

### **1. About Us**

We are a graduate business school established in the UK by Royal Charter (RC 000721). Founded in 1964, we are a member institution of the University of London. When saying “we”, “our” or “LBS”, we are referring to London Business School.

Our registered office is:  
London Business School  
Sussex Place, Regent’s Park  
London, NW1 4SA  
United Kingdom.

The Data Controller is London Business School and our registration number in the Data Protection Register is Z8182937

If you have any questions about the processing of your personal information, please contact [dpo@london.edu](mailto:dpo@london.edu)

### **2. What sort of data do we collect**

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have any special arrangements for which we need to know to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK
- proof of your identity
- photos / video
- equality monitoring data such as ethnicity, disability, sex, age.

We may collect your personal data from a variety of sources. For example, CVs, letters, structured form, passport or other forms of identity documents, interview or other selection assessments.

We may also collect personal data about you from third parties, such as references supplied by former employers and academic referees.

### **3. How is your Personal Data used**

Information collected by us when you apply for a position or register an interest at London Business School is only used for the recruitment process. We do not use automated decision making processes when assessing your application for employment.

London Business School may process special categories of data, such as ethnic origin and disability status to monitor recruitment statistics.

We are committed to equal opportunities in our recruitment process and in order to find out how well we are doing with this we need to collect monitoring data. This data is collected voluntarily but the information we collect is very useful to us as it helps us to ensure that we are an inclusive employer. We process such information to carry out our obligations and exercise legal rights in relation to employment. The information you supply on this form will be kept confidentially. This data is not sent to the recruiting panel and has no part in the shortlisting process.

### **4. Where do we keep your data**

Application data is stored in a secure database. This database is provided by a third party supplier and is located in the US. The supplier is compliant with the EU-US Privacy Shield.

### **5. How long will we retain your data**

We will retain your data for a period of 2 years after the completion of the recruitment process (unless required to do so for longer by UK law). If you are successful in your application for employment we will then retain your data for six years after the end of your employment. Personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained for the duration of your employment. The periods for which your data will be held will be provided to you in a separate employee privacy notice.

If your application is unsuccessful, London Business School may keep your personal data on file in case there are future opportunities for which you may be suited. We will ask for your consent before we retain your data for this purpose and, you are free to withdraw your consent at any time.

### **6. Legal basis for processing your data**

We process your data when it is in our legitimate interests to do this and when these interests are not overridden by your data protection rights.

London Business School has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability and decide to whom to offer a post. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is compulsory to check a successful applicant's eligibility to work in the UK before employment commences.

## **7. Who has access to your data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the Faculty HR team, those faculty involved in the recruitment process, and Subject Area staff (if access to the data is necessary for the performance of their roles).

We will not share your data with third parties, unless for the purposes of seeking academic or employment references.

## **8. Security**

We are committed to ensuring that your data is kept secure. In order to prevent unauthorised disclosure we have in place suitable electronic and access control mechanisms. Further details can be found in our Information Security policy.

## **9. Your rights**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your personal data;
- Ask us to change incorrect or incomplete data;
- Ask us to delete or stop processing your data, and
- Object to the processing of your data where London Business School is relying on its legitimate interests as the legal ground for processing.

Please contact [dpo@london.edu](mailto:dpo@london.edu) should you wish to exercise any of these rights. If you believe that London Business School has not complied with your data protection rights, you can contact the Information Commissioner (ICO):

### **The Information Commissioner's Office**

Wycliffe House, Water Lane  
Wilmslow, Cheshire, SK9 5AF  
United Kingdom

Tel: +44 (0)303 123 1113 (local rate)

Email: <https://ico.org.uk/global/contact-us/email/>

Web: <https://ico.org.uk>

## **10. What happens if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data in applying for employment with London Business School. However, if you do not provide certain information, we will be unable to process your application.

## **11. Updating this Privacy Policy**

We may update or amend this Privacy Policy from time to time, to comply with law or to meet our changing business requirements. When we update our Privacy Notice, we will take appropriate measures to inform you, consistent with the significance of the changes we make. Any updates or amendments will be posted on the Website. By continuing to access the Website, you will be subject to these updates and amendments

**This page was last updated on 25<sup>th</sup> May 2018**