

# Privacy Notice – NOC Recruitment

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## **Purpose**

This NOC Recruitment Privacy Notice relates to personal information submitted by you, to NOC as part of the application process for jobs at the NOC. We use this information to assess your suitability for jobs you have applied for.

## **What is the legal basis for NOC processing your personal information?**

The lawful basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract (ie employment contract) or to take steps at your request, before entering a contract.

If you provide us with any information about reasonable adjustments you require under the Equality Act 2010 the lawful basis we rely on for processing this information is article 6(1)(c) to comply with our legal obligations under the Act.

The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnicity information is article 9(2)(b) of the GDPR, which relates to our obligations in employment and the safeguarding of your fundamental rights. And Schedule 1 part 1(1) of the DPA2018 which again relates to processing for employment purposes.

We process information about applicant criminal convictions and offences. The lawful basis we rely to process this data are Article 6(1)(e) for the performance of our public task. In addition we rely on the processing condition at Schedule 1 part 2 paragraph 6(2)(a).

## **What personal information does NOC process?**

NOC collects and processes a range of information about you. We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary.

- You will be asked to set up a user account in the NOC recruitment portal and provide us with:
  - your name,
  - contact details,
  - information regarding your right to work in the UK,

- diversity information,
  - previous employment history,
  - qualification and training information.
  - And other information relevant to the job
- If your personal information and CV have been submitted by a trusted third party, your details will be uploaded on to the system by the NOC Recruitment Team.

In the circumstance where you are accepted for employment, as part of the onboarding process, we will request further personal information required to fulfil your employment contract. That personal information is covered by the NOC staff privacy notice. Here is the link to the [NOC staff privacy notice](#)

### **Who has access to your personal data?**

NOC restricts access to personal data on an as-needs-basis. Your information will only be shared with NOC staff taking part in the recruitment process, the NOC People and Skills team and NOC staff with expertise to assess your suitability for the position.

### **Do we use any data processors?**

NOC may share your personal data with a number of third party processors in assessing your suitability

- If the position involves supervision by non-NOC staff, we may share your application details with relevant external supervisors in order for them to contribute to assessing your suitability. Such external people will be required to treat your details in strictest confidence and abide by NOC information security standards.
- With your permission, we may contact references provided by you to undertake pre-offer reference checks.
- For apprenticeships, your information will be input to the UK Government Digital Apprenticeship Service (DAS) and your information shared with the relevant apprenticeship training partner. Here is the link to the [UK Government Digital Apprenticeship Service \(DAS\) privacy notice](#).

### **How does NOC protect data?**

NOC takes the security of your data seriously. The NOC has internal policies and controls in place to ensure that your data is always secure, not lost, accidentally destroyed, misused or disclosed, and is only accessed as required by its employees or third parties in the recruitment process.

Where the NOC engages third parties to process personal data on its behalf, we do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

**Will the personal information be shared outside of the UK?**

No, your personal information will not be shared with third parties outside of the UK.

**How long does NOC keep data?**

Your personal information will be held for 12 months following no activity on your recruitment portal account, logging into your account is included as activity. At this point your account will be de-activated by anonymizing your information and the secure deletion of all documents attached to your account. At any time, you also have the option to deactivate your account yourself when logged in, this will also anonymise all data and delete attached documents.

Within the 12 month period, if you consent, NOC may also contact you to inform you of other NOC job vacancies that we consider you may be interested in.

**Your rights as an applicant to the NOC**

As a data subject, you have a number of rights:

- NOC must inform you of how your personal information is being used – which is the purpose of this Privacy Notice.
- You have the right to request NOC to provide a copy of your personal information we store about you.
- You have the right to request the correction of any inaccuracies in your personal information.
- You have the right to update your personal information if it has changed.
- At any time, you may withdraw your job application by notifying NOC in writing.
- If you do not have an active job application with NOC, you have the right to request the de-activation of your account (see above – How long does NOC keep data?).

If you would like to exercise any of these rights or discuss your personal information, please contact NOC's People and Skills team by emailing [askhr@noc.ac.uk](mailto:askhr@noc.ac.uk). If you are not happy with the response from the People and Skills team, you may contact the Legal and Governance team: [governance@noc.ac.uk](mailto:governance@noc.ac.uk). In the event that NOC is unable to adequately address any concerns you may have about the way in which we use your data, you have the right to lodge a formal complaint with the data protection authority in your country or the UK main data protection regulator, the Information Commissioner's Office (ICO). Full details

may be accessed on the complaints section of the Information Commissioner's Office website.  
Here is the link to [ICO complaints](#)

### **Automated decision-making**

Suitability decisions are not based on automated decision-making.

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### **About this Privacy Notice**

From time to time, we may need to change this privacy notice, for example, if we introduce new data into the recruitment process and we encourage you to check this privacy notice from time to time.

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