

**University of Wolverhampton
The Workplace and Volunteer Central
Privacy Notice**

Who we are

The University of Wolverhampton ('we' or 'us') are a 'Data Controller' for the purposes of the Data Protection Legislation (including the Data Protection Act 1998 and the General Data Protection Regulation) and we are responsible for, and control the processing of, your personal information.

Your Privacy

We are committed to protecting your privacy. This notice explains how the University and The Workplace and Volunteer Central collect and process your personal information for enhancing your employability, supporting your job search and administrative purposes.

Information We Collect

We may obtain and process the following personal information about you:

- Your name, contact details (i.e. address, home and mobile phone numbers, email address) and
- emergency contacts (i.e. name, relationship and home and mobile phone numbers);*
- Information collected during the recruitment process that we retain during your employment;
- Employment contract information;
- Details of salary and benefits, bank/building society, National Insurance and tax information, your age; *
- Details of your spouse/partner and any dependants; *
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information; *
- A copy of your driving licence;*
- Details of your pension arrangements, and all information included in these and necessary to
- implement and administer them (including details of your spouse/partner and any dependants); *
- Information on your sickness and absence records (including sensitive personal information
- regarding your physical and/or mental health); *

- Your status in relation to protected characteristics as defined in the Equality Act 2010;
- Criminal records information, including the results of Disclosure and Barring Service (DBS) checks;*
- Information on grievances raised by or involving you;
- Information on conduct and/or other disciplinary issues involving you;
- Details of your appraisals and performance reviews;
- Details of your performance management/improvement plans (if any);
- Details of your time and attendance records;
- Information regarding your work output;
- Information in applications you make for other positions within our organisation;
- Information about your use of our IT, communication and other systems, and other monitoring information;
- Details of your use of business-related social media, such as Facebook, Twitter;
- Your use of public social media (only in very limited circumstances, to check specific risks for specific functions within our organisation; you will be notified separately if this is to occur); and
- Details in references about you that we give to others; and
- Any other information relating to you, that you share with us or that we obtain as part of your
- employment relationship with the University of Wolverhampton and/or its subsidiaries.

We obtain personal information about you from the following sources:

- a) The University Group:
 - a. Upon enrolment, your personal information may be transferred from the University's central and local databases to our databases for academic purposes (i.e. module volunteering).
- b) Information provided by you:
 - a. You provided personal information upon registration with The Workplace and Volunteer Central, whether, online or in person.
 - b. You provided your personal information through one of our websites, as part of competitions, Careers, employment, volunteering or other events.
 - c. Completed and/or returned surveys or response/feedback forms such as contact preference forms, including by mail and via electronic means.
 - d. Registered to attend an event
 - e. Registered an interest for support to find employment or volunteering opportunities.

- f. You provided personal information as part of discussions with any of our team or representatives, such as a Careers Adviser.

Personal information we collect about you may include “special categories” data, such as information about your racial or ethnic origin, religious or other beliefs, physical or mental health and criminal offences/proceedings. “Special categories” data would only be processed where you have provided it yourself (with your consent), for example during discussions with any of our representatives or where such is recorded for the purposes of assessing accessibility requirements arising as a result of a disability, or where this information has already been made public or processing is required by law.

The University of Wolverhampton uses cookies to improve the content and experience of its website users, but rest assured that these do not allow for us to identify you personally. More information on how to manage cookies can be found [here](#).

How We Use Your Data

In order to provide a more complete employability offering to our students and graduates, we keep a record of your CV and interactions with our career professionals and recruitment specialists, so we can better inform you of services and opportunities to improve your career prospects. We collect personal information to enable us to deliver these services and to better understand our community so that we can better meet your needs and improve our services.

We may process your personal information for the following purposes:

a) Administrative purposes:

- a. To verify your identify/account and provide you with a personalised experience upon your registration with the University of Wolverhampton.
- b. Event and course registration.
- c. To process and organise any activities you have agreed to undertake/shown an interest in undertaking.
- d. To keep a record of communications between us

b) Communications

We may, from time to time, contact you by email, post or telephone to pursue the purposes mentioned above and in particular for the following reasons:

- a. To keep you up to date with events and activities at the University of Wolverhampton;
- b. To share employment, training and volunteering opportunities, news and achievements of the University and its staff/student body, including research and services.
- c. Invite you to events, which may be of interest to you.
- d. Invite you to train work or volunteer at the University, including courses, mentoring schemes and career advice.
- e. To keep you up to date with other relevant information, which we think may be of interest to you.

If you would like to opt-out of the above Communications, please let us know. See 'How to Contact Us' below for further information.

Who your information may be shared with

Your personal information is held securely on a database. We may disclose your personal data to other companies within our group, third parties working in partnership or on behalf of the University, and/or Government Agencies where required to do so by law.

In order to support you in your vacancy search, we will share your CV with organisations that we advertise for. This will only be shared with your permission (obtained either over the phone, email or appointments) or after you have applied through following the process outlined on our vacancy advert.

We do not transfer your Personal Information to territories without adequate levels of protection. We may share your Personal Information with third parties outside the EEA for the above mentioned purposes and to provide you with the best student experience. Where personal data is processed outside the EEA by a third party processor, we take reasonable steps to ensure that appropriate safeguards are implemented, the data is processed strictly according to the instructions of the University, for the relevant purposes only and securely destroyed or returned upon completion/termination. We take reasonable steps to ensure that third party processors are subject to written legal obligations in respect of data protection and the duty of confidentiality.

We do not sell or rent any personal information or data supplied by you. We may compile aggregate statistics and provide them to third parties, but we do not include personal information that identifies individual users.

Retention

We may retain your personal information for a period of 3 years from your graduation or as long as necessary and in line with our statutory/regulatory obligations where appropriate.

If you wish to request for any of your records to be removed from our database, or would like to opt-out of any or all communications from the University of Wolverhampton, please see 'How to Contact Us' and 'Rights of Data Subjects' below for further information.

Rights of Data Subjects

a) Right to request a copy of your information

You can request a copy of your information which we hold (this is known as a subject access request). If you would like a copy of some or all of it, please visit the University of Wolverhampton Data Protection web pages available [here](#).

b) Right to correct mistakes in your information

You can require us to correct any mistakes in your information which we hold free of charge. If you would like to do so, please write to us (see 'How to Contact Us' below) and provide us with enough information to identify you, as well as, inform us of the information that is incorrect and what it should be replaced with.

- c) Right to ask us to stop contacting you with direct marketing

If you would like to amend your mailing subscriptions or unsubscribe from the University of Wolverhampton The Workplace and Volunteer Central, you can do so by emailing theworkplace@wlv.ac.uk.

Lawful basis for processing

The University may rely on one or multiple grounds for processing your personal data including:

- a) You have provided consent for the processing;
- b) There is a contractual commitment to provide the services and, therefore, processing is necessary to meet those contractual obligations;
- c) Supporting the development of student and graduate employability is in the public interest, in particular, allowing for the enhancement of the University's charitable purposes and the subsequent benefits to society;
- d) The information is available to the public at large; and/or
- e) The processing is necessary for the purposes of legitimate interests of the University or other third parties and does not affect the fundamental rights and freedoms of the individuals concerned.

How to Contact Us

Should you have any queries, suggestions or issues please do not hesitate to contact the The Workplace and Volunteer Central office on 01902 323400, theworkplace@wlv.ac.uk or you can write to us at the following address:

The Workplace and Volunteer Central
MD083
MD Building
City Campus Wulfruna
Wulfruna Street
Wolverhampton
WV1 1LY
West Midlands
UK

If you have any concerns or believe that your personal information is being handled in a manner which is contrary to statutory requirements, you may wish to contact the University of Wolverhampton's Data Protection Officer via dataprotection@wlv.ac.uk or complain to the ICO via www.ico.org.uk

Revisions to the Privacy Policy

We may revise this privacy policy at any time in response to changes in the law or other factors. We encourage you to periodically visit this page to review the most current policy, or obtain a copy by contacting us directly.

