

## Privacy Notice – Referees (UK)

### 1. What is the purpose of this document?

Roffey Park Institute Ltd is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

You are being sent, or provided with, a copy of this privacy notice because your details have been provided to us as someone to approach for a reference about a candidate we have made an offer of a role or work (whether as an employee, worker or contractor). It makes you aware of how and why your personal information will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

### 2. Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### 3. The kind of information we hold about you

In connection with the reference you provide us, we will collect, store, and use the following categories of personal information about you:

- The referee information the candidate provided including your name, company or contact address, your role, your contact telephone number and email address.
- The information you share with us as a referee when providing a reference including your name, the company name and your position, and telephone number.

Please do not provide us with any sensitive personal data about yourself when providing the reference.

### 4. How is your personal information collected?

We collect personal information about referees from the following sources:

- You, the referee.
- The candidate to whom we have made an offer of a role or work.

### 5. How we will use information about you

We will use the personal information we collect about you for our legitimate interests, namely to support the hiring processes in taking up references following an offer for a role or work for a candidate who has provided your details as someone who can act as a referee.

Having received your reference for a candidate, we will then process that information to decide whether they are suitable for the role, and your completed reference will then form part of their personal file.

## **6. If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider the candidates suitability, we may require the candidate to select another suitable referee or we may need to withdraw our offer of a role or work.

## **7. Why might you share my personal information with third parties?**

We do not envisage sharing your personal information with anyone other than employees, agents, contractors and other third parties who have a business need-to-know and who are involved in the recruitment and selection process.

## **8. International transfers**

We may transfer your personal information to various jurisdictions to perform our obligations under this privacy notice and related agreements. The applicable data protection laws of those jurisdictions may differ from the data protection laws of your country and, in some cases, may not be as protective. Whenever we transfer your personal information outside your country of residence, we will ensure a similar degree of protection is afforded to it as the data protection laws of your country.

## **9. Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know and who are involved in the recruitment process. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from us.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **10. How long will you use my information for?**

For candidates who are offered a role or work, personal information collected through the recruitment process will form part of their personal file, which is held by us for the duration of their working relationship and seven years after our working relationship ceases in the event of a legal claim.

Should an offer of a role or work be withdrawn during the process, any reference provided will be kept with recruitment paperwork relating to the candidate for six months from the date the offer was withdrawn. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

## 11. Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please email [dataprotection@roffeypark.ac.uk](mailto:dataprotection@roffeypark.ac.uk).

### ***No fee usually required***

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### ***What we may need from you***

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### ***Complaints***

You have the right to make a complaint at any time to a data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority. The ICO's contact details can be found at [www.ico.org.uk](http://www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach a data protection authority so please contact us at [dataprotection@roffeypark.ac.uk](mailto:dataprotection@roffeypark.ac.uk) in the first instance.

By providing a reference for a candidate who has been offered a role or work, you acknowledge that you have received a copy of Roffey Park's Privacy Notice for Referees and have read and understood it.

If you have any questions about this privacy notice, please email [dataprotection@roffeypark.ac.uk](mailto:dataprotection@roffeypark.ac.uk) before you provide a reference.