

## **PRIVACY NOTICE**

### **Recruitment activity via the NOC website**

#### **Scope**

This Privacy Notice relates to personal information recorded as part of the application process for job vacancies at NOC. The NOC is responsible for managing this information in line with our recruitment policy.

#### **What personal information is recorded?**

You will be asked to setup a user account where we will request and store your name, contact details, right to work in the UK, diversity information and previous employment and qualification/training information.

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 Recruitment Team.

#### **What is the lawful basis for NOC using the information?**

We require the requested information to evaluate your suitability for the vacancy that you have applied for. We will use this information to contact you regarding the outcome of an application and where appropriate to invite you for an interview. You will also have the option to periodically request that this information is kept on file as part of our talent pool, whereby we will contact you to notify of other suitable vacancies when they arise.

By providing us with the requested information you are giving your legal consent to us to store and use your information.

#### **Will the personal information be shared with any third parties?**

During the selection process, we will share your information, where necessary with trusted third parties:

- Providers of psychometric testing for some vacancies
- Pre-offer reference requests
- Pre-offer screening checks
- UK Shared Business Services Immigration Team for applicants who require a visa to work in the UK.
- Apprenticeship training providers when the application is for an apprenticeship.

In the circumstance where you are accepted for employment we will contact you to inform of the need to share information with third parties as part of our new employee process.

### **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 will the information be used?**

To create a Recruitment user account for you, for evaluation of your suitability for the vacancy and to contact you regarding the outcome at both initial evaluation and interview.

### **How long will the information be stored for?**

Personal information will only be held for 12 months following no activity on your account, logging into your account is included as activity. At this point your account will be anonymised with all attached documents deleted. You will also have the option to deactivate your account when logged in, this will also anonymise all data and delete documents.

Within the 12 month period, NOC may also use your information to contact you about future suitable job opportunities. Should you not wish to be contacted by us, you will be able to contact us by email or telephone and we will make this change for you.

### **What rights do you have as a supplier of personal information?**

- 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.
- You have the right to withdraw your consent for us to store your personal information, however in the circumstance where we are still in the process of evaluating candidates for a role this will result in you withdrawing your application.

### **How can you raise a complaint regarding your personal information?**

In the first instance, you should contact: NOC Recruitment Team ([careers@noc.ac.uk](mailto:careers@noc.ac.uk))

If you are not satisfied with the outcome, contact the UKRI Data Protection Officer:  
[dataprotection@ukri.org](mailto:dataprotection@ukri.org)

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### **About NOC**

The National Oceanography Centre (NOC) is a UK national research organisation, delivering integrated marine science and technology from the coast to the deep ocean and is one of the top five institutions of its kind in the world. With sites in Liverpool and Southampton, it is the UK's leading centre for sea level science, coastal and deep ocean research and technology development.

NOC is part of the Natural Environmental Research Council (NERC), which is one of the nine partners within UK Research and Innovation (UKRI). For more information visit [www.ukri.org](http://www.ukri.org).

### **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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