

# Teaching Support (TSP) – Recruitment and Employment

## Privacy Notice

### Introduction

Please read this privacy notice carefully and contact us with any questions or concerns about our privacy practices.

The School of Informatics (the “School”) is part of the University of Edinburgh (the “University”).

This “privacy notice” applies specifically to the personal information the School will use in managing Teaching Support during post recruitment and throughout any period of subsequent employment. We will explain how the School will use your personal information in this context, how long the School will keep it for and if the School will share it with third parties.

### What information do we collect?

We obtain personal information about you from the following sources:

- From your application, and from any additional information you provide as part of a pre-application enquiry, to supplement or clarify your application, or as part of a feedback request, appeal or complaint.
- From your University student and/or staff and/or visitor record. This data comprises your: status and registration details; staff contract details; supervision details; contact details.

### How do we use your personal information?

We use your personal information to manage the recruitment process, to assess your suitability for employment, and, for successful applicants, to enter into a contract of employment.

After employment we use your personal information to manage your monthly time sheet submissions and to contribute to production of the monthly payroll. We may also use your personal information for internal reporting, legal obligations (e.g. prevention of fraud) and to meet internal audit requirements.

### What legal basis do we have for processing your personal information?

Our collection and use of personal information from University staff (including Teaching Support staff) is carried out as performance of the employment contract and as a legitimate business interest of the University.

Our collection and use of personal information from individuals who are not University staff (including students) is carried out as a legitimate business interest of the University.

### When do we share personal information?

All personal information will be treated confidentially.

During the recruitment process, we may collect and share additional information to ensure we are complying with our legal obligations, for example, to check your right to work in the UK and for some roles, to carry out a criminal records check. We may also collect information from your

University student record to validate your skills and to assess your suitability for a particular post. If you are successful, the information you provide will form the basis of your employee record and you will then be provided with the University's Staff Privacy Notice. For unsuccessful applications the information you provide will not be shared outside of the School.

The information you give us will not be otherwise shared with the University or other organisations, except where they are party to the employment process (for example, the University HR/Finance departments).

### **Where do we store and process personal information?**

All personal information is held and processed on servers located within the School.

### **How long do we keep your personal information for?**

The information gathered is retained for as long as it is necessary to fulfil the purposes for which it was collected. For successful applications this will be for the duration of the associated staff contract plus one year. For unsuccessful applications this will be for the duration of the specific academic session associated with the recruitment round.

Personal information that is no longer needed is explicitly deleted in its entirety from our systems and cannot be subsequently recovered.

### **Use of automated decision-making and profiling**

We do not use solely automated decision-making processes, including profiling. This means that people are involved in every decision about you.

### **This privacy notice is continued**

at [www.edin.ac/privacy](http://www.edin.ac/privacy).

### **How to contact us?**

For further information about data privacy in the School, please contact X.Y ([x.y@ed.ac.uk](mailto:x.y@ed.ac.uk)).

For data collected under this privacy notice, the University is the Data Controller (as that term is defined in the EU General Data Protection Regulation (Regulation (EU) 2016/679), registered with the Information Commissioner's Office, Registration Number Z6426984).

The University's data protection policy is on our website at

<http://www.ed.ac.uk/records-management/data-protection/data-protection-policy>