



office of the
independent
adjudicator

'for students in higher education'

Information for Job Applicants: Your Personal Data

What information do we ask for, and why?

When you apply for a job at the OIA, we will ask you to provide us with contact information, so that we can let you know how your application is progressing.

We ask you to provide information about your education and your previous work experience. We will also ask you to answer specific questions which relate to the role which you are applying for. We might ask you to participate in assessment days; complete a test exercise or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes.

The information you provide during the process will only be used for the purpose of progressing your application and deciding whether you are suitable for the job you have applied for.

We will ask you where you heard about the position you are applying for. We do this to monitor the effectiveness of our advertising; your answer to this question will not affect our decision about the job. You do not have to answer this question if you do not want to.

For monitoring purposes, we will also ask you for information to help us understand whether we are reaching candidates who represent the diversity of students and professionals in the Higher Education sector. You do not have to provide this information: if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our Human Resources team, including hiring managers, in a way which can identify you.

Who will see my personal information?

When you apply for a job, our Human Resources team/ Admin team is responsible for saving the information you send us into a secure electronic system.

The information is made available to relevant managers in the team which has the job vacancy. At some points in the recruitment process, we may separate out sections of your application. For example, we may score a test exercise anonymously; the staff member scoring the work would not have access to your CV or other information. The manager making the final recruitment decision will usually be the person who carries out an interview with you, and they will usually have access to all of the information gathered about you during the recruitment process.

We do not share information about job applicants with our staff who are not involved in making the recruitment decision.

We do not share information about job applicants with any other organisation. We will hold the information you give us securely.

How long is the information kept for?

If you are successful, we will keep most of the information you provide during the application process as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your CV, your application statement, questionnaire results and references.

We may keep a copy of any test exercise undertaken by all the candidates, and of any interview notes for up to 6 months from the date of the interview.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for up to 6 months from the completion of the recruitment campaign.

If you are unsuccessful following assessment for the position you have applied for, we may ask if you would like your details to be retained in our talent pool for a period of 12 months. If you say yes, we may proactively contact you should any further suitable vacancies arise.

You can ask us to delete your personal information at any point. If we are still actively considering your application for a role, this may mean that we are unable to include you in the recruitment process.

Conditional offers

We will not contact your referees unless we intend to make a conditional offer of employment. We cannot usually make a firm offer of employment until we have received a response from the referees.

Starting work at the OIA

If you accept a role at the OIA you will be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work
- Information to help us provide appropriate pension arrangements
- Information about any health conditions which may be relevant to help us provide an appropriate working environment
- You will also be asked about any potential conflicts of interest, particularly any organisation within Further and Higher Education Sectors. This information will not be used to make decisions about your employment or progress within the OIA. The OIA acts as an independent adjudicator; staff are not permitted to make decisions about complaints against Member Providers with which they have a close association.

To enable you to take advantage of the benefits offered by the OIA We will ask you for additional information:

- if you wish to claim child care vouchers
- if you wish to apply for a season ticket loan
- if you wish to claim Gym membership
- if you claim reimbursement expenses

Our Accountant

If you are employed by the OIA , relevant details about you will be provided to our accountants who provide payroll services to the OIA. This will include your name, bank details, address, date of birth, National Insurance Number and salary. It may include other information if this is relevant, e.g. about sickness for payment of sick pay.

Universities Superannuation scheme (USS)

Likewise, your details will be provided to USS who are the administrators of the Universities Superannuation Scheme of which the OIA is a member organisation. You will be auto-enrolled into the pension scheme and may opt out if you choose to.

Your rights

Under the Data Protection Act 1998, you have rights as an individual which you can exercise in relation to the information we hold about you.

You have the right to see what information we have. If you think that any information we have about you is wrong, you can ask us to correct it. If you would like us to stop processing your personal data, you can ask us not to take any further action, and you can ask us to remove some or all of the personal information we have.

We respect your right to control what happens to information about you. We will always try to handle information in accordance with your wishes, and we will explain to you if there are any reasons why we cannot do so.

If you would like to ask us anything about the information which we have about you, contact us at enquiries@oiahe.org.uk