



## **Privacy Notice for Recruitment**

The Moredun Group of Companies “The Moredun Group” consists of:

- The Moredun Foundation
- The Moredun Foundation Equine Grass Sickness Fund
- Moredun Research Institute
- Pentlands Science Park Limited
- Moredun Scientific Limited

Our full contact details are at the end of this notice and our full privacy notice can be viewed [www.moredun.org.uk/privacy-policy](http://www.moredun.org.uk/privacy-policy)

This privacy notice provides information on how The Moredun Group collects and uses your personal information if you submit an application for a vacancy or request to undertake work experience.

### **What data do we hold?**

If you submit an application for a vacancy or request to undertake work experience at one of the Moredun Group of Companies you will provide personal data. The personal data held includes sensitive information. This information includes name, email addresses, work and personal contact information. Equalities and reference information will also be held.

### **Why do we need your data?**

All of the information you provide during the application process will only be used for the purpose of progressing your application, or to fulfil our legal or regulatory requirements as an employer.

### **What we do with your data?**

The Moredun Group will process the information you provide solely for the purpose of evaluating your application for employment. We receive this information either from you or your agency if applicable. The information will be disclosed to the interview panel (if relevant), your line manager (if appointed), and Human Resources staff members. We may contact any references provided for the purposes of discussing your application, and will ask your permission before doing so.

We will use any information about your disability status to provide appropriate adjustments to the interview process (or work environment, for placement students).

We will use any information provided in our diversity monitoring form about your race, colour, nationality, ethnic or national origin, gender identity, gender expression, social mobility background, religious beliefs, sexual orientation, any disability information, age, and marital/civil partnership status to ensure meaningful equal opportunity monitoring and reporting. Any analysis of this data will be done on an anonymous basis.

### **Who do we share this information with?**

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, our employment background check providers to obtain necessary

background checks, including a criminal record check and pre-employment health screening. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies.

We will not store any of your information outside of the United Kingdom or the European Union. The information you provide will be held securely by us whether the information is in electronic or physical format.

#### **How long do we store this information for?**

If your application or request to undertake work experience with us is unsuccessful, the information provided as part of your application will be destroyed within 6 months a decision not to progress your application.

#### **Who has access to the information?**

The Moredun Group will ensure that suitable physical, electronic and managerial procedures are in place to safeguard and secure the data we collect and to ensure that only staff with an operational need have access.

#### **Your rights**

- you have right to be informed about what data will be collected and how this will be used
- you have right of access to your data
- you have right to correct data if it is wrong
- you have right to ask for your data to be deleted
- you have right to restrict use of the data we hold about you
- you have right to data portability
- you have object to the university using your data
- you have rights in relation to using your data in automated decision making and profiling.

#### **Contact us**

If you have any queries about this policy and our privacy practices or how we use your personal information, please contact the Compliance Manager, The Moredun Foundation, Pentlands Science Park, Bush Loan, Penicuik EH26 0PZ or email [info@moredun.org.uk](mailto:info@moredun.org.uk)

You have the right to lodge a complaint against the Moredun Group regarding data protection issues with the Information Commissioners Office (ICO) (<https://ico.org.uk/concerns>)