

Campus Jobs

Your personal information

The University of Lincoln collects personal information about you when you express an interest in a Campus Jobs role and throughout the recruitment and registration process. We use this information to record your interest and share with the relevant Hiring Manager. Throughout the recruitment process, your information is used to assess your eligibility including your right to work and share this information with the University Payroll department for processing of pay claims.

This notice explains more about how we use your personal information.

- [What information we collect about you](#)
- [How we use your information](#)
- [Information we may share with other organisations](#)
- [How long we keep your information](#)
- [Accessing your information and other rights](#)
- [How to object or withdraw consent](#)
- [How to contact us](#)
- [How to complain](#)

What information we collect about you

We collect information about you throughout the recruitment and registration process. Information required during each stage of the process will be stated and the purpose provided.

Keep your details up to date by contacting campusjobs@lincoln.ac.uk

How we use your information

We collect information about you to record your interest in Campus Jobs roles, assess your right to work, record any special requirements relating to a disability, record details of work assignments carried out and process payment of claims. Data is processed on the basis of legitimate interest and by completing your registration process, you are entering into an agreement with Campus Jobs.

Information directly related to work assignments including your name, University student ID, preferred email address and any working restrictions will be shared with Hiring Managers and other relevant University staff. This is part of the agreement you enter into with Campus Jobs at registration.

Personal, bank and emergency contact details will be shared with the University payroll department. Address and emergency contact details will only be used in case of an emergency.

Equal Opportunity monitoring information is required for legal reporting to HESA for statistical purposes only. Data recorded will be anonymised and forms destroyed.

Copies of documents taken as part of the right to work checks are retained for three years after your leavers' date. This is a legal requirement as the Government Home Office have

the right to view the data. Data is saved electronically and access is limited to members of the Campus Jobs team.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here: <http://www.lincoln.ac.uk/home/termsconditions>.

Information we may share with other organisations

Home Office The UK Government department have a right to view evidence gathered as part of the right to work checks. This is a legal requirement and if consent was withdrawn we would not be able to offer you Campus Jobs roles.

We use a number of suppliers who process personal information on our behalf. These include suppliers of software services. These act strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

How long we keep your information

Right to work check information will be kept for three years after your leavers date. In line with the Payroll and HMRC data regulation policy, all information relating to your payroll record will be kept for six tax years plus the current one, following the termination of your payroll record.

If you access additional University services these may keep a record of your contact and will provide you with details of how long they keep your information.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

Access You have the right to request a copy of any personal information we hold about you.

If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.

Portability If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.

To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.

Correction If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.

Erasure This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.

Restriction You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on compliance@lincoln.ac.uk or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact campusjobs@lincoln.ac.uk and explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time. Please contact campusjobs@lincoln.ac.uk

How to contact us

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.