

# UPP Group Limited

## Applicant Privacy Notice

July 2018

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### Introduction

UPP Group Limited (“UPP”) and its subsidiaries collect, use and share personal data relating to applicants applying for work. UPP is committed to complying with its data protection obligations.

A full list of all UPP Companies are in Appendix 1.

UPP is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this ‘**Applicant Privacy Notice**’ because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of recruitment, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

The best contact details to use if you have queries about this privacy notice or about our handling of your personal data generally, are as follows:

#### UPP Compliance Team

UPP Group Limited  
40 Gracechurch Street  
London EC3V 0BT

**Telephone:** 0207 398 7200

**Email:** [gdpr@upp-ltd.com](mailto:gdpr@upp-ltd.com)

### Data Protection principles

We will comply with the data protection principles under the applicable data protection legislation when we process personal data about you.

UPP will ensure that it protects personal data by complying with a set of principles relating to processing of personal data, as set out within the applicable data protection legislation, which require personal data to be:

1. Processed lawfully, fairly and in a transparent way (**‘Lawfulness, fairness and transparency’**).
2. Collected only for specified, explicit and legitimate valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes (**‘Purpose limitation’**).
3. Adequate, relevant and limited to what is necessary for the purposes that we have told you about (**‘Data minimisation’**).
4. Accurate and where necessary kept up to date (**‘Accuracy’**).
5. Kept only as long as necessary for the purposes we have told you about and for which the data is processed (**‘Storage limitation’**).

6. Processed securely using appropriate technical and organisational measures to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage (**'Security, integrity and confidentiality'**).

UPP is also responsible for and must be able to demonstrate compliance with the principles listed above (**'Accountability'**).

## **The kind of information we hold about you**

In connection with your application for work with us, we will collect, store, and use the following categories of Personal information about you:

- The information you have provided on our application form, including but not limited to name, title, telephone number, personal email address, employment history and qualifications
- The information you have provided to us in your curriculum vitae and covering letter, if applicable
- Any information you provide to us during any stage of the interview process

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your physical or mental health, including whether or not you have a disability
- Information about criminal convictions and offences

## **How is your personal data collected?**

We collect personal data about applicants from the following sources:

- You, the applicant
- Recruitment agencies, from which we collect the following categories of data: name (only if you are short-listed for interview), employment history, qualifications and personal email address (only if an offer of employment is going to be made). Please contact us if you require the details of the Recruitment Agency that provided us with your details

## **How we will use information about you**

### **Our obligations when using any type of personal data about you**

We will only use your personal data for the following reasons:

- To assess your skills, qualifications, and suitability for the role
- To communicate with you about the recruitment process
- To keep records related to the recruitment process
- To comply with legal or regulatory requirements

Filling the role is beneficial to our business and it is in our legitimate interests to decide whether to appoint you. We also need to process your personal information to decide whether to enter into a contract of employment with you.

When we have received your CV **OR** application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the vacancy we have advertised. If you do, we will decide whether your application is strong enough to invite you for an interview. If you are invited for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role.

### **How we use particularly Sensitive Personal Information**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during the actual interview
- We would not usually request information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation at the recruitment stage. However, we may be able to deduce this from information provided in your application form or CV. Where you may provide this to us we would redact this and not carry out further processing.

### **Do we need your consent to process special categories of data about you?**

We do not need your consent if we use special categories of your personal data for one of the other reasons set out above.

In very limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like to process and the reason we need to do so, so that you can carefully consider whether you wish to consent. You should be aware that it is not a condition of your application to us that you agree to any request for consent from us to process your personal data.

### **Processing in accordance with our other policies**

Any personal data processed about you (including special categories of data) will be processed in accordance with the UPP Internal Data Protection Policy, UPP Data Retention Policy, UPP Guidelines on Data Destruction as well as in accordance with UPP's Data Protection Guidelines on Data Processing for HR purposes.

### **Information about criminal convictions and offences**

We do not envisage that we will process information about criminal convictions.

### **Automated decision making**

Recruitment decisions are not based solely on automated decision-making; however, we will notify you in writing if this position changes.

## Data sharing

### Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: Our University Partners and / or any other entity within the UPP Group. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

### Transferring information outside the European Economic Area (EEA)

We will not transfer your personal data to countries outside the EEA.

### If you fail to provide personal data

If you fail to provide certain information when requested, we may be prevented from processing your application properly or at all; or from entering into a contract of employment with you if you are successful in your application; or from complying with our legal obligations (such as to ensure that you are legally entitled to work in the UK).

## Change of purpose

We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal data without your consent if one or more of the other reasons for processing your personal data set out in this Applicant Privacy Notice apply. We may also process your personal data without your knowledge in some limited situations where an appropriate exemption under the applicable data protection legislation applies. For example, where we are asked to share information with law enforcement agencies or HMRC as part of their investigations. In these situations, we would however comply with the applicable data protection legislation and our own UPP Data Protection Guidelines on Sharing Personal Data with Third Parties.

## Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally or unlawfully used, destroyed, lost, altered, disclosed or accessed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and we will notify as well as the Information Commissioner's office of a suspected breach without undue delay where we are legally required to do so.

## Data retention

If your application is unsuccessful, we will hold your personal data for six months from the date we notified you of the outcome of your application. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against applicants on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. At the end of that period, your personal information will be securely destroyed in accordance with our data destruction policy.

If your application for employment is successful, your personal data will be transferred to your personnel file and retained during your employment. We will in those circumstances provide you with further information about how we will process your information, including in relation to the periods of time for which we keep different aspects of employee personal data.

In very limited circumstances we may anonymise your personal data so that it can no longer be associated with you, in which case we may use such information without further notice to you.

## Your rights and duties

### Your duty to inform us of changes

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your recruitment relationship with us.

### Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

- **Request access** to your personal data (commonly known as a “subject access request”). This enables you to ask for and receive a copy of the personal data we hold about you.
- **Request correction** of the personal data that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal data where we are relying on a legitimate interest (or those of a third party) to process your personal data and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes [and where we process your personal data to make decisions solely by automated means which have legal effects or similarly significant effects.
- **Withdrawal of consent.** Where our processing is based on your consent (or explicit consent), you have a right to withdraw consent at any time (see below for further information about this).
- **Request the restriction of processing** of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

- **Request the transfer** of your personal data to another party.
- **Lodge a complaint** with the UK's Information Commissioner, or other applicable data protection regulator.

If you want to make a request in relation to these rights, please contact the UPP Compliance Team.

Unless it proves impossible or involves disproportionate effort, we will notify others to whom we have shared your data of your request to rectify, erase or restrict the processing of your personal data.

### **No fee usually required**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee:

- if your request for access is clearly unfounded or excessive - we may also refuse to comply with the request in those circumstances; or
- in the event that you ask for further copies of the information.

### **What we may need from you**

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal data is not disclosed to any person who has no right to receive it.

### **UPP Compliance team**

If you have any questions about this privacy notice or how we handle your personal data, please contact the UPP Compliance team or the UPP HR team. Their contact details are as follows: [gdpr@upp-ltd.com](mailto:gdpr@upp-ltd.com) or [helloHR@upp-ltd.com](mailto:helloHR@upp-ltd.com).

### **Changes to this Privacy Notice**

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal data.

**If you have any questions about this privacy notice, please contact:**

#### **UPP Compliance Team**

UPP Group Limited  
40 Gracechurch Street  
London EC3V 0BT

## **Appendix 1**

### **List of all UPP Companies:**

UPP Group Limited  
UPP Projects Limited  
UPP Residential Services Limited  
UPP (Alcuin) Limited  
UPP (Lancaster) Limited  
UPP (Hull) Limited  
Leeds Student Residences Limited  
UPP Leeds Student Residences Limited  
UPP (Nottingham) Limited  
UPP (Byron House) Limited  
UPP (Clifton) Limited  
UPP (Broadgate Park) Limited  
UPP (Loughborough Student Accommodation) Limited  
UPP (Exeter) Limited  
UPP (Plymouth 3) Limited  
UPP (SAC2) Limited  
UPP (Swansea) 1C Limited  
UPP (Reading I) Limited  
UPP (Kent Student Accommodation) Limited  
UPP (Kent Student Accommodation II) Limited  
UPP (Kent Turing) Limited  
UPP (Cartwright Gardens) Limited  
UPP (Oxford Brookes) Limited