

RISE Candidate Privacy Notice

This Privacy Notice is for enquirers and applicants and we are obliged to provide you with the following information to explain how and why we are processing your personal data and how you can exercise your legal rights. The project takes the confidentiality of all the personal data it holds very seriously.

The Project

RISE is a unique business support initiative focussed on enabling business growth and retaining graduate talent within the Sheffield City Region's economy. RISE brings together growing small and medium sized enterprises (SMEs) with suitably qualified graduates who match specific business needs; enabling businesses to overcome barriers and develop the know-how to become successful graduate employers. RISE is delivered in partnership by Sheffield City Council, Sheffield Hallam University, the University of Sheffield and a private sector graduate recruitment specialist, Gradconsult. It is part-funded by the England European Regional Development Fund as part of the European Structural and Investment Funds Growth Programme 2014-2020.

Your Personal Data

Gradconsult Ltd is responsible for managing the RISE graduate recruitment process and gathering and processing the personal and special category data from applicants. All of the data held is collected directly from you when you access services provided by the project.

The project needs to hold and process the following personal data:

When you register your interest in RISE via the RISE website:

- Full name, telephone number, email address, location preferences and job sector preferences.

When you create a candidate profile with RISE:

- Full contact details, including name, email address, telephone number, address.
- Whether you have been a student at Sheffield Hallam University, the University of Sheffield or 'other'.
- Your Right to Work in the UK status
- Your higher education information, including qualification and grade
- Diversity and inclusion information, including age, gender, ethnicity, disability information and reasonable adjustment requirements

When you make an application for a specific RISE job we ask for:

- Confirmation that all information added in your profile is correct and up to date.
- A copy of your most recent CV

Any additional information you wish to upload to supplement your application (this is optional).

Lawful Basis For Processing

The lawful basis for processing the data you provide to the RISE project is 'consent'.

It is necessary to process your data in order for us to deliver the service you have signed up for, as outlined below. Your consent to processing and sharing your data as set out in this Privacy Notice is explicitly requested at the point you submit your job application for a RISE role.

You have the right to withdraw consent at any time for our processing of your personal data and will be given the opportunity to do so in all email communications.

Purpose

The purposes for which we are processing your personal data are to:

- Manage your recruitment for a RISE placement. This includes an online application service, video interview, technical screening, assessment centres and invitation to final interview
- Assess your eligibility for job roles
- Enable the creation of application profile
- Provide technical support to candidates
- Contact candidates by phone or email about the status of their application
- Provide candidates with advice and support throughout the application process
- Inform you of new roles that become available, where you've expressed an interest.
- Monitor the quality and effectiveness of recruitment processes - this could include timescales for recruitment, statistical analysis of system usage, or research into the experience of applicants and other system users
- To satisfy the requirements of our contractual funding obligations with the Ministry of Housing, Communities and Local Government (MHCLG); primarily for monitoring purposes and to conduct an evaluation of the project. We do not pass your personal information on but may use it to contact you to take part in a survey. Any data that is included in the evaluation will be aggregated and/or anonymised.

Recipients

Your personal data will be shared by us with:

- RISE graduate employers (this is only applicable to candidates who progress through to a final interview)
- The University of Sheffield and Sheffield Hallam University will receive educational and personal contact data relating to students/graduates from their institution - in order to offer support during the recruitment process
- Sheffield City Council will receive personal contact details relating to the graduates who successfully secure roles with employers in the region for the purposes of PR, marketing, evaluation and future development of the RISE project. In all cases where personal data is used for PR or marketing, we will seek your consent. Your consent is not conditional on the opportunity you have been successful in securing.
- Technical supplier of our Applicant Tracking System, which is the portal through which all applications are received.

Special Category Data

Special Category Data is sensitive personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health, or a natural person's sex life or sexual orientation.

Where we are processing special category data we will rely on the following condition under Article 9(2) of the GDPR:

- (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes.

For each of the sensitive data categories there will be an option of 'prefer not to say'.

Your consent to processing and sharing your special category data as set out in this Privacy Notice is explicitly requested at the point you submit your job application for a RISE role.

You have the right to withdraw consent at any time for our processing of your special category personal data.

Purpose

The purposes for which we are processing your special category data are:

- We are required under the Equality Act 2010 to make reasonable adjustments for candidates with a disability
- To monitor equality and diversity by analysing applications and recruitment outcomes (including online tests) to ensure no specific protected groups suffer discrimination or adverse impact.

Recipients

Your special category data will be shared by us with:

- RISE graduate employers (this is only applicable to candidates who progress through to a final interview in order to make reasonable adjustments for candidates with a disability)
- Technical supplier of our Applicant Tracking System, which is the portal through which all applications are received.

In order to monitor equality and diversity and to evaluate the project, special category data will be anonymised before sharing with:

- The University of Sheffield and Sheffield Hallam University
- Sheffield City Council

Transfers Outside the EU

The project does not transfer applicant data outside of the EU.

Retention

Your personal and special category data will be kept by us for the following durations:

- The retention of contact information collected via the RISE website will be dependent on how you wish to proceed. Data will be stored a) as part of the relevant cohort's

application records if you go on to apply for a vacancy b) on our mailing list, which is a database of contacts who will be emailed with details of future cohorts, retained for the duration of the project, or c) permanently deleted if when contacted you state that you are not interested in applying for current or future RISE opportunities.

- Application records and associated files (including CVs, letters, emails, comment and feedback) will be kept for the duration of the project, which is currently due to end on 1st February 2023, plus 1 year. After this period your data will be fully anonymised and retained for research and analysis purposes only.
- Candidate profiles – will remain open and accessible for the project duration. After this period the account will be closed and deleted. If you wish to apply for a RISE opportunity in the future you will need to create a new account.

Data Subject Right

You have the right to request information about how your personal and special category data is processed, and to request a copy of that personal data.

- Your personal data is available to view in your online account at any time
- You can request a copy of your personal and/or special category data, in machine-readable format, by emailing annie@risescr.co.uk
- You have the right to request that any inaccuracies in your personal and/or special category data are rectified without delay.
- You have the right to request that your personal and/or special category data is erased if there is no longer a justification for it to be processed.
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal and/or special category data is restricted.
- Your data is not processed for direct marketing purposes

For more information about these rights, or if you wish to exercise them, please see the Contact Details section.

Contact Details

The RISE project is delivered in partnership by Sheffield City Council, Sheffield Hallam University, The University of Sheffield and Gradconsult Ltd. Sheffield City Council as the Lead Partner for the project and Gradconsult Ltd as the main delivery partner are Independent Data Controllers for your personal data.

The contact details for the Data Controllers are:

RISE Candidate Engagement Manager, Gradconsult Ltd:

annie@risescr.co.uk

RISE Programme Manager, Sheffield City Council:

natalie.anwyl@sheffield.gov.uk

General information on Data Protection law is available from the Information Commissioner's Office at <https://ico.org.uk/>

Updates to this notice

If this privacy notice changes in any way, we will place an updated version on this page. Regularly reviewing this page ensures you are always aware of what information we collect, how we use it, and under what circumstances we will share it with other parties.