



The information below sets out how Cambridge University Press & Assessment (“Cambridge” “we/us”) uses and stores the personal data collected via our website, or when you apply for a post with us by other means. It is important to us that we protect your privacy and your personal data. If you have any questions about such matters you can contact us at privacy@cambridge.org. It is important that this notice is read together with any other privacy notice we may provide when we are collecting personal data about you. This notice supplements the other notices and is not intended to override them.

Personal Information

'Personal information' means any piece of information which can identify you, i.e. would make it clear to others that the information is about you. It can be a single piece of information, for example, your name. Or it can be separate pieces of information, for example your address, nationality, education history and gender, which, when combined, would help others to identify you.

What personal data do we collect?

The personal information we collect from you will vary depending on the role which you are applying for. It may include the following:

- Identity data including your name, date of birth and gender
- Contact data including your home/work postal address, email address and phone number
- Your employment and education history, including any qualifications which you have
- Information contained within identity documents such as driving licence, passport or government issued ID
- Any information we are required to gather in the country where the job is located (such as copies of government issued identification documents)
- Your response to questions, which may be based on your experiences, or test results
- Equal opportunities monitoring information, including information about your gender, ethnic origin, sexual orientation, health, marital status and religion or belief
- Health information, such as whether you have a disability
- Technical data including internet protocol (IP) address, login data, browser type and technology used to access this website.

How we get the information and why we have it?

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Data might be contained in application forms, CVs or resumes for the recruitment process to assess your relevant skills and experience and to monitor equal opportunities within the organisation
- Data might be collected through interviews or other forms of assessment to assess and confirm an applicant's suitability for employment and decide to whom to offer a job
- Data will be obtained from your passport or other identity documents to ensure that we are complying with our legal obligations. For example, prior to employment, it is required to check a successful applicant's eligibility to work in the country where the job is located.
- We process health information provided by you if we need to make reasonable adjustments to the recruitment process for applicants who have a disability.



We also receive personal information indirectly, in the event that a role is offered, from the following sources in the following scenarios:

- References supplied by former employers, obtained from the background screening company, when requested to confirm an applicant's employment history and to determine suitability for the position they have applied for
- Information from employment background check providers (such as verification of academic qualifications)
- Information from criminal records checks providers for safeguarding purposes and to determine eligibility and suitability to work in the position and organisation
- Information from recruitment and psychometric test providers.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

- Taking necessary steps to determine whether to make you an offer to work and to decide on the terms of that offer before entering into a contract of employment
- Compliance with legal obligations (for example, checking an applicant's eligibility to work in the country the position is being offered in, to make reasonable adjustments for applicants for interview, equal opportunities monitoring or regulatory obligations)
- Because it is necessary for the performance of a task carried out in the public interest such as criminal records checks for safeguarding of children and vulnerable individuals.

We will only process your special category data with your explicit consent or if it is necessary:

- For the purposes of carrying out our obligations in the field of employment by ensuring appropriate safeguards are in place to protect your fundamental rights and interests
- For the establishment, exercise or defence of a legal claim
- In the very rare occurrence, where it may be necessary to protect your or another person's vital interests and you are not capable of giving your consent (for example, in an emergency)
- When you have already made the information public.

What we do with the information we have?

Your information will be accessed internally for the purposes of the recruitment exercise, making recruitment decisions and pre-employment referencing and screening. This includes members of the HR team, interviewers and relevant managers in the business area of a vacancy.

Since our recruitment system is global, the staff who have access to the recruitment system in our other offices around the world may also access your data if they are involved in the recruitment process. Internal IT staff may also have access to the data if it is necessary for system support of our HR management system and other IT systems.



We may also share your information with the University of Cambridge where the post is a joint position or where you have indicated that you would like us to hold you on record for future posts.

We may share your data with certain third-party test providers and selection platforms during the application process, including our recruitment platform, psychometric testing, reference collection services and video interview platforms.

You will be asked for permission before data is shared for this purpose. The organisation will not otherwise share your data with third parties unless your application for employment is successful and it makes you a conditional offer of employment.

We may share your data with third parties in order to seek information only once a conditional job offer to you has been made and will inform you that it is doing so, including your former employers and The Disclosure and Barring Service (DBS)

The information you provide on the 'Equal Opportunities Monitoring' section of the Application Form will be used for equality and diversity monitoring. It is not shared with anyone involved in the selection process and will be anonymised for analysis.

How we store your information

Data will be stored on your application record in our HR management systems, other IT systems (including email and secure file servers) and hard copy records. We also use a third parties during our recruitment who will hold your personal information.

Your data may be accessible by individuals in our other offices involved in the recruitment process and therefore may be transferred outside the European Economic Area (EEA). Any personal data is transferred outside the EEA based on one of the following:

- Transfer is subject to an adequacy decision by the European Commission; or
- We have put in place adequate safeguards to protect any personal data.

We take the security of your data seriously. We have internal policies and controls in place to protect your data against loss, accidental destruction, misuse or unauthorised disclosure and to prevent access to your data except by employees in the proper performance of their duties.

Retention

If your application for employment is unsuccessful, we will hold your data on file for no less than 12 months after the end of the relevant recruitment process. At the end of that period or earlier if you submit a request as detailed below, your data is anonymised, deleted or destroyed. The data stored on your application form and candidate profile on our HR management system is anonymised or destroyed through automated processes. Other data is destroyed through manual intervention.



If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your our HR system and retained during your employment. A Privacy Notice for our employees will be available for you.

Your data protection rights

You have the right to ask us to correct any incorrect personal information we store about you, to delete personal information, or otherwise restrict our processing, or to receive an electronic copy of the personal information you provided to us. To ask for a copy of the information we hold, or to ask us to correct or otherwise alter our current processing, please email us at privacy@cambridge.org. For more information on these rights please visit the Information Commissioner's Office website.

How to complain

If you would like to make a complaint about how your data is being handled, please contact the Privacy team at:

*The Privacy Team
Legal And Business Affairs Team
Cambridge University Press & Assessment
Shaftesbury Road
Cambridge CB2 8EA*

or by e-mail at privacy@cambridge.org

Please note that Cambridge is registered with the United Kingdom's Information Commissioner's Office (ICO) and they are our supervisory Data Protection Authority. If you are unhappy with how we have dealt with your data or your request/complaint then you can make a formal complaint to them or by writing to them at:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

ICO Helpline number: +44 (0)303 123 1113

Changes to this Privacy Statement

We may make changes to this Privacy Statement from time to time. Changes will begin to have effect at the time they are displayed. The version of the Privacy Policy that will apply to you is the one which is current at the time we contact you, or you use our website or services.