

Regent's University London Privacy Notice for Job Applicants

Regent's University London (the University) is committed to protecting and respecting your privacy.

General Information about this Privacy notice

As part of any recruitment process, Regent's University London Limited (trading as Regent's University London) collects and processes personal data relating to job applicants. We have certain responsibilities we need to uphold in accordance with data protection laws. In the UK, these are the UK General Data Protection Regulation (GDPR), the Data Protection Act (DPA) 2018 and the Data Use and Access Act 2025. We need to tell you about the different ways we collect, use, and share your personal data during the recruitment process. This Privacy Notice explains when and why we collect your personal data, how we use it, the conditions under which we may disclose it to others and how we keep it secure. We are committed to being transparent about how we collect and use this data and to meeting our data protection obligations.

Who are we?

Regent's University London is a private institution located in London, United Kingdom. The University has an international student body with students from over 140 nationalities. The University has its campus in Regent's Park, Central London.

The University as a Data Controller

Regent's University London Limited (trading as Regent's University London) is the 'data controller' as defined by the UK GDPR. In simple terms, we are the decision makers who manage how your data is used, making sure it is handled legally and safely and in line with the above laws. Our registration number with the Information Commissioner's Office (ICO) is ZA778245 and we are committed to ensuring that your personal data will only be collected and/or processed by the University in accordance with the relevant data protection regulations.

Any questions regarding this Notice or our privacy practices should be sent by email to privacy@regents.ac.uk or in writing to: Governance Office, Regent's University London, Inner Circle, Regent's Park, London, NW1 4NS.

Our commitment to securing your personal data

The University is dedicated to keeping your data safe and processing it in line with your expectations. We take reasonable measures to protect your data from being accidentally lost, used, or accessed. We limit access to your data to only those who genuinely need it to carry out their work or provide services to you. We provide regular training to our teams to ensure everyone understands the importance of protecting data and we regularly review our policies and controls to stay ahead of current and potential risks.

What personal data is collected from you?

The University collects a range of personal data about you as part of the recruitment process. This includes:

- your full name, preferred name, address and contact details, including email address and telephone number;
- details of your previous qualifications, skills, experience and employment history;
- where relevant, personal statements and/or presentations, submitted by you during the application and assessment process;

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- data about your current level of remuneration, including benefit packages and bonuses;
- referee contact details, which we will only make use of should an offer of employment be made;
- data about your entitlement to work in the UK;
- special category data, such as: gender; sexual orientation; medical or health data; racial or ethnic origin; religious beliefs; and criminal convictions (see sections on legal obligations and explicit consent below).

We will collect this personal data in a variety of ways. For example, as you submit them through our recruitment portal 'Workday' or, in some cases, as CVs/resumes and covering letters submitted directly to us via email (from you or from a recruitment agency). In addition, personal data is collected through interviews or other forms of assessment, including online tests. If an offer of employment is made, we will obtain information about your right to work in the UK from your passport, visa or other identity documents.

We will also collect personal data about you from third parties, such as references supplied by former employers (if you have agreed for us to contact them), data from DBS checks (for some roles) and right to work providers. This will only be done once a job offer has been made to you and we will inform you of our intentions to do this.

Your personal data will be stored in our Recruitment management system ('Workday') and, in some cases may be shared internally via other Regent's IT systems (e.g. Microsoft Outlook and Sharepoint).

Why do we collect your data?

Performance of contract

We need to process your personal data for the purpose of entering and management of a contract of employment with you. In other words, for recruitment and during any employment with us. This also covers any pre-contractual requirements to allow us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

Legal obligations

We need to process your personal data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

For some roles, we are obliged to seek data about criminal convictions and offences (i.e. to carry out DBS checks) in order to manage risks and exercise specific rights in relation to employment.

Legitimate Interest

The University has a legitimate interest in processing personal data during the recruitment process for record keeping of the recruitment process. We will also need to process personal data from job applicants to respond to and defend against any legal claims.

Explicit Consent

During the recruitment process, we may rely on your consent for the provision of further personal data, some of which is classified as special category data. Examples of this are:

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- Disability/Health declarations (i.e. special category data) - in case we need to make any reasonable adjustments during the recruitment process; and
- Racial or ethnic origin, Religious beliefs, sexual orientation, disabilities/health conditions (i.e. special category data); plus: age, gender and any caring responsibilities – this data is used for equal opportunities monitoring. It is used in an anonymised/consolidated format for statistical review, e.g. by our EDI Committee.

Where we rely on consent to process your personal data, you will be able to choose whether you would like to disclose the above information, as guided during the application process. For example, you will normally be offered a 'prefer not to say' option. You may withdraw your consent at a later date. If you would like to withdraw your consent, please contact us by email to privacy@regents.ac.uk or in writing to: Governance Office, Regent's University London, Inner Circle, Regent's Park, London, NW1 4NS.

Where we process special categories of data, we will only do this with your explicit consent; or, where needed to comply with applicable employment, social security, or social protection laws or, to protect your vital interests (or those of someone else) in an emergency or, where you have already publicised such data.

Recognised Legitimate Interest

In certain circumstances, and where it is in the public interest, we may process your personal data due to a 'recognised legitimate interest'. For example, where necessary, we may:

- Share your data with another organisation which has requested it because they need it for their public task or official functions;
- Share your data with third parties, such as the police, in relation to the prevention, detection or investigation of crimes;
- Process or share your data in order to respond to, or deal with, an emergency situation (e.g. an extreme weather event, a terrorist incident, other events that threaten serious damage to people's welfare);
- Process or share your data for safeguarding reasons, e.g. to protect a "vulnerable individual" from neglect or physical, mental or emotional harm or protecting their physical, mental or emotional well-being. A "vulnerable individual" covers children (i.e. anyone aged under 18) and 'at risk' adults.

Who do we share your data with?

Internally

Your personal data may be shared internally for the purpose of progressing through the recruitment process. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with the vacancy and IT staff (if access to the data is necessary for any issues relating with IT setup and services during the recruitment process). Where attending an in-person interview or assessment, your name may be shared with our reception/welcome desk. Your personal data may also be used for equal opportunity monitoring purposes, but it will be anonymised before doing so (see above section on Consent).

Externally

Due to the way our IT infrastructure (including our recruitment management system) is set up and designed, parts of your personal data can be accessed by a limited number of staff within our parent company, Galileo Global Education, which is located in the EU.

The University will not normally share your personal data with other 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, with employment background check providers to obtain necessary background checks, and, where necessary, with the Disclosure and Barring Service to obtain criminal records checks.

Do we transfer your data internationally?

All your personal data is processed by our staff in the UK. However, for the purposes of IT hosting and maintenance, this data is located on servers within the European Union (EU) as permitted under UK adequacy regulations. As noted above, parts of your personal data stored on our recruitment and employee management system (Workday) can be accessed by a limited number of staff within our parent company, Galileo Global Education, which is located in the EU.

How long do we keep your personal data?

If your application for employment is unsuccessful, we will hold your personal data on file for 12 months after the end of the relevant recruitment process for record keeping and administration purposes and to adhere to equality obligations.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. Information about how we process your personal data once you become an employee is set out in our Employee Privacy Notice (available to review at the start of your employment or, on request, in advance of accepting an offer). General information about data retention and deletion is set out in our Retention Schedule.

Your rights in relation to your personal data

You have a number of rights in relation to the processing of your data which you can exercise under certain circumstances. These rights are:

- **Right to access your personal data** – You have the right to obtain confirmation that your data is being processed lawfully and to access your own personal data. There is no charge for this unless the request is considered manifestly unfounded or excessive, particularly where it is repetitive. In such circumstances, the University may charge a 'reasonable fee' which may also apply, should further copies of the same data be requested. This fee will be based on the administrative cost of providing the data.
- **Right for rectification** – The accuracy of your data is important to us. You can request to have any incomplete or inaccurate personal data we hold about you corrected, though we may need to verify the accuracy of the new personal data you provide to us.
- **Right for deletion** – If you decide that you no longer wish the University to hold your data, you can ask us to delete or remove personal data where there is no legitimate reason for the University to continue to process it. You also have the right to ask us to delete or remove your personal data where you have successfully exercised your right to object to processing. Please note, however, that we may not always be able to comply with your request of erasure, particularly if there are legal reasons which require us to hold your data. If any legal reasons exist, these will be notified to you at the time of your request.
- **Right to object to processing** – Where we are relying on legitimate interests, you have a right to object to the processing of your personal data. You can also object for any processing in relation to direct marketing purposes.

- **Right to restrict processing** – You can ask us to suspend the processing of your personal data for the below reasons:
 - You are challenging the accuracy of your data, and you don't want us to process your data until the accuracy of the data is confirmed;
 - Where we process your data unlawfully, but you do not want us to erase it; and
 - We no longer need your personal data but you require us to retain your data in order to exercise or defend legal claims.
- **Request to transfer your data (data portability)** – You can ask us to transfer your data to a third party. Please note that this right only applies to automated data which you initially provided consent for us to use or where we used the data to perform a contract with you.
- **Right to withdraw consent** – Where we are processing your data on the basis of your consent, you have a right at any time to withdraw your consent and we will stop processing your data. Please note that where you decide to withdraw your consent, we may not be able to provide you with certain services linked to this consent.
- **Rights related to automated decision-making including profiling** – We do not carry out automated decision-making including profiling.

If you want to exercise any of these rights, please refer to 'how to contact us' below.

Once your identity has been verified, we will fulfil your request to exercise any of the rights within one month of receiving it. However, this period may be extended up to a further two months where requests are complex or numerous. You will be informed of this within one month of the request being received with an explanation of why an extension is necessary.

If you are not satisfied with our response to your request to exercise any of these rights or believe we are processing data unlawfully, please let us know. If you remain unsatisfied, you can contact the Information Commissioner's Office for guidance on your options: <https://ico.org.uk>.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide us with your personal data during the recruitment process. However, if you do not provide the necessary personal data, we may not be able to process your application properly or at all.

How to contact us

Please contact us if you have any questions about our privacy notice or the personal data we hold about you, or if you like to exercise any of your rights:

- by email at: privacy@regents.ac.uk; or
- in writing to: Governance Office, Regent's University London, Inner Circle, Regent's Park, London, NW1 4NS.

Changes to our privacy notice

We keep our privacy notice under regular review, and we will make updates where and when it is necessary. This notice was last updated in **April 2026**.