

PRIVACY NOTICE STATEMENT

Why you need to provide your data to Security Watchdog

The University of Leeds has a legitimate interest and, in some instances, a legal obligation to conduct checks on applicants to ascertain their eligibility to work. Security Watchdog is an independent agent which acts on the University's behalf to conduct the relevant searches on the personal data which you provide to them, or which the University provides to them on your behalf. The University has an agreement in place with Security Watchdog which governs how they may use their personal data, how they must keep it safe and when they must delete it.

Security Watchdog will screen your data which will include any or all of the following checks:

<ul style="list-style-type: none">• Basic Criminality: Checks your name through Disclosure Scotland and contains details of criminal convictions considered unspent under The Rehabilitation of Offender Acts 1974.• Directorship Search (or an International Directorship Search where applicable and available): Using your name the check identifies any past, present and disqualified directorships.• Address check: Checks your 5 year proof of address check against the electoral roll or address databases.	<ul style="list-style-type: none">• Financial Probity: (or an International Financial Probity where applicable and available): A database check using your name to check for all County Court Judgments and bankruptcies to cover the last 5 years.• ID Check: A copy of your ID document is checked against the database for authenticity.• Standard/Enhanced Disclosure: Checks your name through the Disclosure & Barring Service (DBS) and contains details of all spent and unspent criminal convictions.

Implications of not providing the data

If you do not agree to the sharing of your data with Security Watchdog for the relevant pre-employment checks then the University will not be able to progress your application.

You can find Security Watchdogs own privacy notice here:

<https://www.securitywatchdog.org.uk/privacy-policy>

The University also has a more detailed Staff Privacy notice which can be reviewed:

https://dataprotection.leeds.ac.uk/wp-content/uploads/sites/48/2018/10/staff_privacy_notice.pdf

Who to contact with questions.

For any further questions related to this Privacy Statement please e-mail ResourcingInquiries@leeds.ac.uk