



1. Introduction

This privacy notice sets out how LIPA collects, uses, and protects personal data relating to job applicants in accordance with the General Data Protection Regulation (GDPR).

2. Data Controller

LIPA is the data controller responsible for the personal data you provide to us during the job application process.

3. The Personal Data We Collect

LIPA may collect and process the following personal data during the job application process:

- Your name, address, email address, and phone number
- Information to comply with our legal requirements (such as our Equality Duty) including ethnicity, nationality, disability, gender and immigration/employment status;
- Your qualifications, skills, experience, and employment history including salary
- Your CV and cover letter
- Any additional information you provide during the application process
- Possession of a driving license
- Relationship to senior staff or governors of the institution
- Referees
- Criminal convictions (if relevant)

For certain roles, LIPA may require a DBS check to assess your suitability for the role. If this is the case, we will inform notify you of this during the application process and explain the type of check required.

5. How We Use Your Personal Data

LIPA may use your personal data for the following purposes:

- To process your job application and assess your suitability for the role
- To communicate with you about your application and any future job opportunities
- To comply with our legal obligations

6. Lawful Basis for Processing Your Personal Data

The lawful basis for processing your personal data during the job application process is legitimate interests. LIPA has a legitimate interest in processing your personal data to assess your suitability for the role and to communicate with you about your application and any future job opportunities.

7. Data Sharing

LIPA will not share your personal data with any third parties, except where required by law.

8. How we protect your data

We have implemented appropriate technical and organizational measures to protect your personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access, and against all other unlawful forms of processing. These measures ensure an appropriate level of security and confidentiality for your personal data.

9. Retention of Your Personal Data

LIPA will retain your personal data for a period of 6 months from the date of your application. If you are successful in your application and become an employee of LIPA, your personal data will be processed in accordance with our employee privacy notice.

10. Your Rights

Under the GDPR, you have the following rights:

- The right to access your personal data
- The right to rectify any inaccuracies in your personal data
- The right to erasure of your personal data
- The right to restrict processing of your personal data
- The right to data portability
- The right to object to processing of your personal data

If you wish to exercise any of these rights or have any questions about how LIPA processes your personal data, please contact us using the details provided below.

11. Contact Details

If you have any questions about this privacy notice or how LIPA processes your personal data, please contact:

Data Protection Officer
LIPA
Mount Street Liverpool
L1 9HF
Email: dpo@lipa.ac.uk