

Recruitment: Privacy Notice for Recruitment Activities

At the International Science and Technology University, we are committed to ensuring transparency and protection of personal data during our recruitment activities. This privacy notice provides information on how we handle personal data of job applicants.

Data Collection: During the recruitment process, we collect personal information from applicants, including names, contact details, educational and professional backgrounds, work experience, and references. This information is typically gathered through application forms, CVs, interviews, and communications with applicants.

Purpose of Collection: The purpose of collecting this information is to assess the suitability of applicants for the position, to facilitate the recruitment process, and to make informed hiring decisions. It also aids in communication with applicants regarding the status of their applications and other recruitment-related matters.

Data Use: Applicant data is used solely for the purposes of recruitment and selection. This includes evaluating qualifications, skills, and experience, conducting interviews, and making employment offers. We also use this data to ensure compliance with our recruitment policies and legal obligations.

Data Sharing: Personal data of applicants is shared internally with relevant staff members involved in the recruitment process. We do not share this data with external parties without the consent of the applicant, except as required by law.

Data Security: We take the security of applicant data seriously. We have implemented appropriate measures to protect personal data from unauthorized access, disclosure, or misuse during the recruitment process.

Applicant Rights: Applicants have the right to access their personal data, request corrections, and inquire about how their data is being used in the recruitment process. Requests for access or correction of personal data can be made to the recruitment team.

Retention of Data: Applicant data is retained only for as long as necessary for the purposes of the recruitment process and is disposed of securely once it is no longer needed.

Policy Changes: This privacy notice may be updated periodically to reflect changes in our recruitment practices or legal requirements. Applicants will be informed of any significant changes through our recruitment channels.