

University of Oxford

Eploy Candidate Portal Terms and Conditions of Use

1. Introduction

1.1 The Eploy Candidate Portal (“the Portal”) is operated by the University of Oxford (“the University”) and is used to support recruitment and engagement processes across the following services: the Temporary Staffing Service, Oxford Lifelong Learning HR (Casuals & Tutors), and the Staff Immigration Team’s College Student Visa Monitoring Service (together, “the Services”).

1.2 These Terms and Conditions of Use (“Terms”) govern your access to and use of the Portal in relation to any of the Services. By registering for a profile, activating a profile, or otherwise using the Portal, you confirm that you have read, understood, and agree to be bound by these Terms. If you do not agree to these Terms, you must not access or use the Portal.

1.3 Where you register with or access the Portal in connection with any one of the Services, your account may also be used to access the other Services using the same login credentials.

2. General

2.1 Your use of the University of Oxford’s website (<http://www.ox.ac.uk>), the Temporary Staffing Service website (<https://www.tss.ox.ac.uk>), the Oxford Lifelong Learning Casuals/Tutor website (<https://casuals.conted.ox.ac.uk>) and the College Student Visa Monitoring website (<https://tier4timesheets.admin.ox.ac.uk>) is subject to our terms of ownership, liability, and use, which may be viewed at <https://www.ox.ac.uk/legal>.

2.2 The University of Oxford’s Job Applicant Privacy Notice explains what information will be gathered when you visit the University’s web pages, and may be viewed at <https://www.ox.ac.uk/about/organisation/governance/dataprivacy>.

2.3 Personal information provided to the University of Oxford is held in accordance with the provisions of UK GDPR and related UK data protection legislation. The University’s Policy on Data Protection may be viewed at <https://compliance.admin.ox.ac.uk/data-protection-policy>.

3. Use of the Portal

Sign Up (create a profile)

3.1 In order to sign up to the Portal and apply for temporary opportunities, apply to join the Temporary Staffing Service, or apply to join Oxford Lifelong Learning’s Preferred Tutor Pool, you must confirm your acceptance of these Terms. By completing the sign-up process, (<https://oxfordunidemoweb.employ.net/registration.aspx> or <https://casuals.conted.ox.ac.uk/registration.aspx>) you acknowledge that you have read, understood, and agree to be bound by these Terms.

Activate a profile created for you

3.2 If your details have been provided by a University department or Oxford college for an engagement for which you have been named as the preferred candidate, you confirm you agree to these Terms when activating your profile.

3.3 If your details have been provided by a college for an engagement that requires monitoring by the College Student Visa Monitoring Service, you confirm you agree to these Terms when activating your profile.

Information collected

3.4 To create a profile (sign up) you are required to provide some limited personal information, such as your email address, your name and your Oxford Username (if you have one). When creating a profile via <https://www.tss.ox.ac.uk>, you will also be asked to upload a CV.

3.5 To apply for a temporary vacancy, or express an interest in registering to join the Temporary Staffing Service pool or the Oxford Lifelong Learning Preferred Tutor Pool, you will be asked to supply additional personal information using the relevant online form. The information requested will depend on the opportunity you are applying for, and will typically include your contact details, location, availability, qualifications, employment history and right to work status.

3.6 If you are a Student Visa holder working in an Oxford college, who has been instructed to record your hours via the College Student Visa Monitoring Service, a profile will be created for you based on your student record, which will include your name, email address, Oxford Username, home college, expected course end date and student number. You will not be required to provide further information unless you wish to engage with other services.

3.7 If you have been invited to register with the Temporary Staffing Service or selected as the preferred candidate for a temporary engagement with the Temporary Staffing Service or Oxford Lifelong Learning, you will be required to provide further information to progress your application, which could include your address, your company details, your referee details, your bank details and your tax status. You will also be asked to provide information about unspent criminal convictions.

How the information collected is used

3.8 Information you submit as part of an initial application will be used to assess your suitability for temporary opportunities at the University and to contact you with important information regarding the application process.

3.9 Information you provide as part of registering to join the Temporary Staffing Service will be used to vet your suitability for work at the University and produce an engagement contract.

3.10 Information you provide when selected as the preferred candidate for a Temporary Staffing Service or Oxford Lifelong Learning vacancy will be used to vet your suitability for work at the University and produce an engagement contract.

3.11 The University reserves the right to review registration records created in the Portal and to delete those records periodically where no activity has taken place (e.g. an application submitted) within the previous 12 months. Where this applies, you will be required to sign up (create a profile) again to use the services.

3.12 When you submit an application, the information you supply on your application form, including your CV, may be provided to recruiting managers involved in the recruitment of specific temporary vacancies, who will use it to assess your suitability. You may be contacted at any time regarding your application.

3.13 Your information is held securely in a UK data centre. The data will not be passed to external organisations or individuals other than those acting in a capacity as agents for the University for software support purposes, or where an external body is party to the recruitment process, such as Oxford colleges.

3.14 If appointed, your application information will be retained as part of your confidential staff record. The University's Staff Privacy Notice is available at:

<https://www.ox.ac.uk/about/organisation/governance/dataprivacy>

3.15 If you submit an application and you are unsuccessful, your profile and application will be removed from the system no less than 12 months after the selection decision. The University may retain information for longer when required to do so to comply with UK employment and immigration regulations and other statutory reporting requirements.

3.16 Technical problems with the service may be reported to the Eploy System Administrator (eploy@admin.ox.ac.uk). The University reserves the right to modify, edit, delete, and suspend temporarily or permanently the service at any time.

4. Declaration by Temporary Staffing Service and Oxford Lifelong Learning applicants

4.1 When you submit an application to the University of Oxford you must agree to these Terms, including the following declaration.

“The information provided in this application form and any supporting documentation is true and complete. I understand that any offer of work may be conditional upon satisfactory vetting.

I agree that any deliberate omission, falsification or misrepresentation in the application form or supporting documentation will be grounds for rejecting this application or subsequent termination of any work engagement.

I understand I may be contacted by the University at any time regarding my application.”