

## **Privacy Notice for Job Applicants**

### **Why are we collecting your personal data?**

Rother District Council is a data controller for the purposes of the Data Protection Act 1998 and, from the 25 May 2018, the General Data Protection Regulation 2016. We collect, hold and use your personal data in order to assess and process your application for employment at the Council. We will only collect the personal data from you we need in order to do so.

### **What is the legal basis for processing your personal data?**

The Council needs to process your personal data to take steps at your request prior to entering into a contract of employment with you. We may also need to process this data to enter into a contract with you. We do this in line with our requirement to comply with our legal obligations under employment legislation.

### **What personal data do we collect?**

We collect a range of personal information about you. This information may be written down, or kept on a computer, and may include:

- your name, address and contact details (including email address and telephone number);
- your date of birth, nationality and information about your entitlement to work in the UK if applicable;
- details of your education, qualifications, skills, experience and employment history;
- information about your currently salary;
- whether you have a disability for which the Council needs to make reasonable adjustments during the recruitment process in line with our legal obligations.

We also collect and process other special categories of data, such as information about ethnic origin, sexual orientation or religion or belief. We collect this data to monitor recruitment statistics in line with our legal obligations. We only hold this data in an anonymised format.

We may also collect personal data about you from third parties, including references from former employers and information for criminal records checks. We will only collect this information once a job offer is made to you and we will only do so with your consent. If you do not provide your consent we may not be able to proceed with your application.

### **Who will your information be shared with?**

Your personal data is held on our HR database. It may be shared internally for the purposes of processing your application and undertaking the recruitment exercise. This would be limited to the HR team, managers with a vacancy and any officers involved in the recruitment process.

We will not share your personal data with third parties unless your application for employment is successful and we make you a job offer. We will then share your personal data with your nominated referees in order to obtain references for you and, if applicable, with our selected occupational health contractors to obtain medical clearance.

### **How long do we hold your personal data for?**

If your application for employment is successful, your personal data will transfer to your personnel file and will be retained for up to six years after the date you leave your employment. The Privacy Notice for employees will provide you more information on how we use and store your data.

If your application for employment is unsuccessful, your personal data will be held on file for six months after the end of the recruitment process, unless you ask us not to. We do this in case there are future employment opportunities with us for which you may be suited. After that period your data will be securely destroyed or deleted.

### **Your rights**

The General Data Protection Regulation gives you a number of rights in relation to your personal data:

- Right to access a copy of your personal data.
- Right to have your personal data corrected.
- Right to have your personal data deleted (“right to be forgotten”).
- Right to restrict how we use your personal data.
- Right to ask us to transfer your personal data to another service provider.

You can get more information about these rights in the Council’s Privacy Policy.

If you wish to exercise any of these rights please contact our Information Governance team on [informationgovernance@rother.gov.uk](mailto:informationgovernance@rother.gov.uk) in writing or by completing our online form.

If you are dissatisfied with how we have used your personal data you have a right to complain to the Information Commissioner's Office at [casework@ico.org.uk](mailto:casework@ico.org.uk).

### **Identity of Data Protection Officer**

If you have any questions or concerns about how your personal data is handled, you can contact our Data Protection Officer (DPO), Graham McCallum, at [dataprotection@rother.gov.uk](mailto:dataprotection@rother.gov.uk).