

Privacy Notice for Job Applications

Updated: XXXXXX

Reviewed: XXXXX

The reason we use your data

We collect and process a range of information about you to during a recruitment process.

This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience, employment history, and professional memberships
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief
- in order to consider any potential criminal convictions
- for applicants who have been offered a position we will request employment and personal references

What Information we collect

The council collects, stores and uses a range of information about you, in connection with your application for work with us. This includes:

- The information you have provided in any curriculum vitae and covering letter.
- The information you have provided on our application form, including your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history.
- Information about your current level of remuneration.
- Information about your entitlement to work in the UK.
- Any information that you provide us during an interview, including interview notes and the records of any tests or assessments.
- Information providing you with the outcome of an interview selection process, including correspondence and any feedback given.

The council may also collect, store and use the following ‘special categories’ of more sensitive personal information:

- Equal opportunities monitoring information about your ethnic origin, sexual orientation, health, religion or belief, marital status, gender reassignment and age.
- Information about your health, including any medical condition, health and sickness records.
- Whether or not you have a disability for which the council needs to make reasonable adjustments during the recruitment process.
- Information about criminal convictions and offences.

The council collects this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The council will also collect personal data about you from third parties, such as recruitment agencies, references supplied by former employers, information from employment background check providers and information from criminal records checks. The council will seek information from third parties once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record in the recruitment and HR management systems and on other council IT systems (including email).

Purpose

The council needs to process data to decide whether you meet the minimum requirements to be shortlisted for a role and whether your application meets the requirements to invite you to an interview. If we decide to call you for an interview, we will use the information you provide us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and carry out appropriate checks. The council needs to process your data to enter into a contract with you.

We also have legal obligations under various UK laws including but not limited to:

- [Apprenticeships, Skills, Children and Learning Act 2009](#)
- [Employment Rights Act 1996](#)
- [Employment Relations Act 1999](#)
- [Sex Discrimination Act 1970](#)
- [Equal Pay act 1970](#)
- [Race Relations Act 1976](#)
- [Disability Discrimination Act 1995](#)
- [National Minimum Wage Act 1998](#)
- [Working Time Directive 1999](#)

- [Equality Act 2010](#)

Who we can share your data with

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the service area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We may need to share the information you have provided with:

- third party organisations (for the purpose of seeking references)
- Disclosure and Barring Service
- occupational Health Provider
- other government agencies such as HMRC and CSA

We are also required to check individual's immigration status (as applicable) with government agencies.

We are also permitted by law to protect public funds. To this end, we may share information that you provided for the prevention and detection of fraud.

When computers make any decisions about you

Not applicable

How long we keep your data for

We keep records in line with the Council Retention Schedule. If your application is unsuccessful your personal data will remain in the recruitment management system for **12 months** after the end of the relevant recruitment process. At the end of that period or sooner if you withdraw your consent and we have relied on that consent for lawful processing of your data, your data will be deleted or destroyed.

Panel notes relating to the selection process that are held outside of the recruitment management system will be destroyed 12 months after completion of the end of the relevant recruitment process.

In exceptional cases your data may be kept for longer than the 12 months stated in this section if the council decides that it is in its legitimate interests to retain your data for longer, in order to investigate or defend allegations relating to the fairness of the recruitment process and in the event of a legal claim, for example that we have discriminated against candidates on prohibited grounds.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to the information that we hold about you. To make a request for your personal information please contact the Council's Data Protection Officer at dataprotection@rother.gov.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the data protection regulations

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us