

## **GDPR Job Applicant Privacy Notice**

As part of any recruitment process, the Council collects and processes personal data relating to job applicants and, as such, is committed to being transparent about how it collects and uses such data and to meeting its data protection obligations under GDPR.

### **What information do we collect?**

We collect a range of information about you.

This may include;

- your name, address and contact details, including email address and telephone numbers;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we may need 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; and
- Information about criminal records (depending upon your role).

### **We may collect this information in a variety of ways.**

Data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests. We may also collect personal data about you from third parties, such as references supplied by former employers or from criminal records checks; however, we will only contact these third parties once a job offer to you has been made. Data will be stored in a range of different places, including on your application record, in personnel management systems and on other IT systems (including email).

### **Why do we process personal data?**

We need to process data to take steps at your request prior to, and when entering into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. We also have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process to allow us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

We give a firm commitment that we will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes the Officers of the Town Council, and Councillors involved in the recruitment process. The Council will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment in which case the Council will then share your data with former employers to obtain references for you, employment background check providers or the Disclosure and Barring Service to obtain necessary criminal records checks.

### **How does the Council protect data?**

The Council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our authorised Officers or Councillors. We use GDPR compliant software, cloud-based IT systems, which are supported by our accredited, GDPR compliant IT providers.

### **For how long does the Council keep data?**

If your application for employment is unsuccessful, the Council will hold your data on file for twelve months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your employment. The Council has a data retention policy which covers time periods for retaining all data.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Council during the recruitment process. However, if you do not provide the information, the Council may not be able to process your application properly or at all.

### **Your rights as a data subject.**

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

#### **1) The right to access personal data we hold on you**

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month. Please note that this request must be made in writing to the Town Clerk.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

#### **2) The right to correct and update the personal data we hold on you**

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

### 3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

### 4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

### 5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

### 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

### 7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.