



# HAYLE TOWN COUNCIL

## RECRUITMENT PRIVACY NOTICE

This notice sets out the basis on which we collect, use and disclose your personal data during the recruitment process and your rights within the process.

### **What information does the Council collect and how?**

The Council collects a range of information as part of its recruitment process. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information from interviews and other selection methods used;
- information about your current level of remuneration, including benefit entitlements;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

If you are successful, we may also collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in our administrative system and our email system.

### **Why does the Council process personal data?**

During the recruitment process the Council will collect and process your data to

- manage the recruitment process, assess and confirm a your suitability for employment and decide who should be offered a job.
- respond to and defend against claims of discrimination and unfair process
- establish your entitlement to work in the UK
- make any reasonable adjustments required to meet our obligations under equalities legislation

We will not use your data for any purpose other than the recruitment process of which you are a part.

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

During the recruitment process the Council may share your information internally with:

- the Clerk,
- Councillors involved in the recruitment process,
- The line manager of the post

We will not share your data with third parties, unless your application for employment is successful and an offer of employment is made. We will then share your data with former employers in order to obtain references.

In addition, we may need to share your personal information to comply with the law.

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

The Council takes the security of your data seriously. We have 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 personnel in the proper performance of their duties.

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

If your application for employment is unsuccessful, your data will be kept on file for 6 months. At the end of that period, your data will be deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

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. The periods for which employee data is held will be provided to you in a separate privacy notice.

### **Your rights**

As a data subject, you have the legal right to:

- access and obtain a copy of your data on request;
- require the Council to change incorrect or incomplete data;
- require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing; or
- ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact [*insert e-mail address*]

If you believe that the Council has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

### **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, we may not be able to process your application.