

## **Hertsmere Borough Council Job Applicant Privacy Policy**

As part of any recruitment process, Hertsmere Borough Council collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use the data and to meeting our data protection obligations.

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

Hertsmere Borough Council collects a range of information about you. We only seek to obtain information which is relevant to the recruitment and selection exercise. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, licences, skills, experience and employment history;
- information about your current level of remuneration
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- your equal opportunities information (for recruitment monitoring purposes only and only seen by Human Resources)
- information about your entitlement to work in the UK
- information about any convictions held
- employment references (for successful applicants only)

Hertsmere Borough Council may collect this information in a variety of ways. For example, data might be contained in application forms (in hard copy or electronically provided), obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

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

### **Why does Hertsmere Borough Council process personal data?**

Hertsmere Borough Council has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

We may also need to process data from job applicants to respond to and defend against legal claims.

Hertsmere Borough Council process special categories of data, such as information about ethnic origin, sexual orientation and religion or belief, to monitor equality and diversity statistics. We also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations under the Equality Act.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of HR and the recruitment selection panel. Your data may be shared with external third parties if a specialist or expert is participating in the recruitment selection process. Third parties will treat your data in line with the Council's data protection policies.

If your application for employment is successful and we make you an offer of employment, with your consent, we will then share some of your data with former employers to obtain references for you.

### **How does Hertsmere Borough Council protect your data?**

We take 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 employees in the proper performance of their duties.

### **For how long does Hertsmere Borough Council keep your data?**

If your application for employment is unsuccessful, the organisation will hold your data on file (centrally by Human Resources) for 12 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The Council's data protection policies will apply to employees, and these policies are accessible via the intranet and Human Resources.

### **What are your rights?**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;

- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Hertsmere Borough Council is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please make a subject access request. Further details about how to do this are available by contacting Human Resources at [human.resources@hertsmere.gov.uk](mailto:human.resources@hertsmere.gov.uk)

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

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

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