

Classification: NULBC UNCLASSIFIED

Newcastle-under-Lyme - Employee Privacy Notice

We respect your privacy and recognise how important it is that your personal information remains secure when you are applying for vacancies on line. This notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it. **By continuing your application with us, you are accepting and consenting to the practices described in this notice.**

Information we may collect about you

We may collect and process the following data about you - information you give us, information we collect about you and information we receive from other sources:

- You may give us information about you by filling in forms on our site or by corresponding with us by phone, e-mail or otherwise. This includes information you provide when you make an enquiry regarding a job vacancy, make an application for employment, liaise with us regarding any application or offer of employment, participate in negotiations regarding an offer of employment or any other recruitment activity. The information you give us may include your name, address, e-mail address and phone number, contact preferences, date of birth, qualifications, educational and employment background, financial information and personal description, as well as details of the job(s) for which you wish to apply.
- Where an application is progressed further, we will undertake pre-employment checks in order to verify or obtain extra information, which may include background and security checks such as credit reference, NI checks, right to work in the UK, criminal record checks, academic qualification checks and employer references as relevant to the post.
- The completion of a medical questionnaire is our other employment check. This is regarded as sensitive or 'special' information within data protection legislation and can only be accessed by our occupational health supplier. After reviewing your form or discussing the content with you, occupational health provide the Council with guidance on whether you are medically fit to undertake the duties of the post you applied for and used for the purposes of carrying out these functions only. It will not be used for any other purpose except as authorised by law.
- As we often work with partner organisations to deliver some of our services, on occasions an appropriate member of the partner organisation may also form part of the interview panel. To undertake these duties, they will have access to a copy of your application form. After completion of the recruitment process, all applications including those accessible in these circumstances will be destroyed for unsuccessful candidates in a secure manner.
- From time to time, we also work closely with third parties (including, for example, recruitment agencies, head hunters, search information providers, and organisations specialising in psychometric testing. For the purposes of continuing your application, we may need to provide to them information or receive information about you from them. Where this applies, we will let you know.
- Occasionally, partner organisations also advertise vacancies on a recruitment system. No information is collected by the Council in this instance, it is used purely a signposting tool to the partner organisation. If you are directed to another website, we are not responsible for third party websites and you are advised to review their privacy policy.
- Your personal data is processed (including storage) within the European Economic Area only.

Uses made of the Information

We use information held about you in the following ways:

- To communicate with you. To manage our recruitment and hiring process and to determine your initial and ongoing suitability for employment, we may invite you to participate in voluntary surveys so we can assess and improve the candidate experience, and to determine terms of employment or engagement.
- To ensure compliance with corporate governance, legal and regulatory requirements.
- To carry out our obligations arising from any contracts entered into between you and us.
- To notify you about any changes to our service.
- The information may also be included in management data used to monitor recruitment initiatives, or management data responses to Freedom of Information requests. This information will always be anonymised.

Security of your data

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Disclosure of your information

We may share your information with selected third parties including:

- Business partners, suppliers and contractor organisations supplying services which require the use of your data for the purposes described in this privacy statement or for the performance of any contract we enter into with them or you, for example occupational health.
- Organisations specialising in the assessment of candidates, including psychometric, verbal and numerical reasoning testing.
- To confirm factual information provided by you or to conduct necessary pre-employment checks, including contacting the referees you have supplied.
- The Council is under a duty to protect the public funds it administers and to this end may use the information you have provided in your application for the prevention and detection of fraud. The Council may also share this information with other bodies responsible for auditing or administering public funds for the same reason, or parts of the Council or other relevant organisations for purposes which may include enforcement.
- If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or other agreements; or to protect the rights, property, or safety of Newcastle-under-Lyme Borough Council, our customers, or others.

Retention

We will retain your data during the recruitment and selection process.

We will only retain your data afterwards if there is a legal obligation to do so (for example, for the purposes of administering the employment relationship). We may also retain your data if there is a 'business need', for example, retaining your application on file if a suitable vacancy arises, or for the purpose of responding to employment tribunal claims arising out of the recruitment process.

For unsuccessful candidates, the application data will be retained for a maximum period of 12 months from the date of the application registration, and for appointed applicants your application and other information, including pre-employment information will form part of your employee file held by the Council.

For applications please contact:

humanresources@newcastle-staffs.gov.uk

Your rights

In addition to asking for your data to be deleted, Data Protection legislation gives you the right to access information held about you (a subject access request) and to have any inaccuracies in your data corrected.

Either request should be made to the Human Resource Service through the email address listed above.

Further contact information

If you wish to contact us in relation to any of your information rights:

Please contact the Data Protection Officer at dataprotection@newcastle-staffs.gov.uk

If you wish to complain about how your personal information has been handled by the Council then please contact the Data Protection Officer in the first instance using the details above. If you are not satisfied you can submit a formal complaint to the Council via:

<https://www.newcastle-staffs.gov.uk/all-services/advice/complaints-comments-and-compliments>

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Finally, you can complain to the Information Commissioner's Office at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Tel: 0303 123 1113 or you can visit their website at www.ico.org.uk

You can also find details of how we handle your personal information by visiting:

<https://www.newcastle-staffs.gov.uk>