

South West Councils' Privacy Policy - Recruitment

How we use your personal information

This privacy notice is to let you know how South West Councils promise to look after your personal information as someone seeking employment with South West Councils. This includes what you tell us about yourself, what we learn by having your application pack and/or CV sent to us. This notice explains how we do this and tells you about your privacy rights and how the law protects you.

Our Privacy Promise

We promise:

- To keep your data safe and private.
- Not to sell your data.

Data Protection law changed on 25 May 2018

This Privacy Notice sets out most of your rights under the new laws.

How the law protects you

As well as our Privacy Promise, your privacy is protected by law. [This section explains how that works.]

Data Protection law says that we are allowed to use personal information only if we have a proper reason to do so. This includes sharing it outside South West Councils. The law says we must have one or more of these reasons:

- To fulfil a contract we have with you, or
- When it is our legal duty, or
- When it is in our legitimate interest, or
- When you consent to it.

A legitimate interest is when we have a business or commercial reason to use your information. But even then, it must not unfairly go against what is right and best for you. If we rely on our legitimate interest, we will tell you what that is.

In this case our legitimate interest is using use recruitment data to:

- enable the development of a recruitment process and how it is used
- inform the development of recruitment and retention policies
- enable individuals to have a fair selection process for any vacancies with South West Councils and any of our Member organisations that might request we recruit staff on their behalf
- set up an appointed individual to employment status.

Personal Information

The categories of recruitment information that we collect, process, hold and share include:

- personal information (such as name, address, date of birth, gender, employee or teacher number, national insurance number, passport number)
- contract information (such as start dates, hours worked, post, roles and salary information)
- qualifications (and, where relevant, subjects studied)

Where we collect personal information from

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain workforce information to us or if you have a choice in this.

We may collect personal information about you from these sources:

Data you give to us:

- When you apply for employment
- In emails and letters
- During telephone conversations
- During the selection process (such as panel interview, testing and assessment)

Who we share your personal information with

We may share your personal information with these organisations:

- Organisations we have an agreement with to provide testing and assessment services
- Organisations contracted to maintain and support our IT systems
- Organisations you ask us to share your data with (such as referees)
- Organisations that have commissioned us to recruit on their behalf

How long we keep your personal information

If you have been unsuccessful during the recruitment period we will keep your personal information for the period of the recruitment process plus 6 months afterwards, at which point your data will be destroyed. If you have been employed by South West Councils, your personal data will be held and be subject to the privacy policy for staff, which can be found in the Staff handbook. Data for unsuccessful candidates will be kept for one of the following reasons

- To respond to any feedback requests from you
- To respond to complaints from you, your representatives or other candidates and their representatives
- To maintain records to assist with our recruitment policy
- To contact you within 6 months, if another vacancy became available

We may keep your data for longer than 6 months if we cannot delete it for legal, regulatory or technical reasons. If we do, we will make sure that your privacy is protected and only use it for those purposes.

How to get a copy of your personal information

You can access your personal information we hold by writing to us at this address: South West Councils, Dennett House, 11 Middle Street, Taunton, TA1 1SH or email, info@swcouncils.gov.uk .

Letting us know if your personal information is incorrect

You have the right to question any information we have about you that you think is wrong or incomplete. Please contact us if you want to do this. If you do, we will take reasonable steps to check its accuracy and correct it.

What if you want us to stop using your personal information?

You have the right to object to our use of your personal information, or to ask us to delete, remove, or stop using your personal information if there is no need for us to keep it. This is known as the 'right to object' and 'right to erasure', or the 'right to be forgotten'.

There may be legal or other official reasons why we need to keep or use your data. But please tell us if you think that we should not be using it.

We may sometimes be able to restrict the use of your data. This means that it can only be used for certain things, such as legal claims or to exercise legal rights. In this situation, we would not use or share your information in other ways while it is restricted.

You can ask us to restrict the use of your personal information if:

- It is not accurate.
- It has been used unlawfully but you don't want us to delete it.
- It is not relevant any more, but you want us to keep it for use in legal claims.
- You have already asked us to stop using your data but you are waiting for us to tell you if we are allowed to keep on using it.

If you want to object to how we use your data, or ask us to delete it or restrict how we use it please contact us.

How to withdraw your consent

You can withdraw your consent at any time. Please contact us if you want to do so.

If you withdraw your consent, we may not be able to provide certain products or services to you. If this is so, we will tell you.

How to complain

Please let us know if you are unhappy with how we have used your personal information. You can write to the Business Manager, Dennett House, 11 Middle Street, Taunton, TA1 1SH. Our complaints procedure can be found on our [website](#).

You also have the right to complain to the Information Commissioner's Office. Find out on their [website](#) how to report a concern.

Future formats for sharing data

The Data Privacy laws changed on 25 May 2018. From that date you have the right to get your personal information from us in a format that can be easily re-used.

You can also ask us to pass on your personal information in this format to other organisations.