

## **Recruitment**

### **Privacy Notice**

The recruitment process is overseen by HR Support and responsibility for the evaluation of applicants is with recruiting managers.

This privacy notice details the information collected, processed and stored by Peterborough City Council in relation to individuals applying for employment. You should read this in conjunction with our corporate privacy notice which refers to accessing your rights and our responsibilities around such matters as preventing fraud.

#### **Why would we collect this personal data?**

We need to collect personal data to enable the council to manage applications for employment and assess suitability for interview and subsequent employment.

The basis for processing personal data on employees is twofold; we have to process data in order to fulfill the contract of employment the application may result in, and also in order to comply with our legal obligations.

We are required to abide by legislation including but not limited to:

- Employment Rights Act;
- Equality Act;
- TUPE regulations;
- ACAS Codes of Practice;
- Small Business, Enterprise and Employment Act for gender pay gap reporting, zero hours contracts Children & Families Act (Shared Parental Leave and pay);
- NMW Regulations
- Modern Slavery Act
- Exclusivity Terms in zero hours contracts (redress) regulations
- Enterprise Act (cap on public sector exit payments);
- Trade Union Act;
- Immigration Act
- Health and Safety at Work Act
- Working Time Directive
- Workers Workplace Regulations.

We will also collect special categories of data and where we do so then we will in some cases ask for your explicit consent but we will also need to process the information about you to fulfill the contract of employment and also both our own and your obligations relating to employment.

We may process data regarding ethnicity in line with Schedule 1 Part 2 (7) of the Data Protection Bill. relating to the specified category of personal data, in this case data which discloses racial or ethnic origin and will enable the council to identify or keep under review the existence or absence of equality of opportunity or treatment. This will not be used to

make a decision which affects an individual person without their explicit consent. You do have the option to leave questions about ethnicity blank or choose not to say. We respect your right to do so.

We will hold details regarding criminal convictions where those are disclosed to the council by the individual or as a result of a criminal records check. These will be retained either for 6 months or for longer where we have the explicit consent of the person concerned.

Where we rely on your consent to process personal information, we will make this clear to you and that you have the right to withdraw consent. Where you do so then we will cease to process your information unless we have lawful basis to continue.

If you wish to withdraw consent for the council holding your application details then you should contact using the link here. We will remove your details unless we have a legal basis for retaining information.

## **What types of information do we hold?**

We process the following types of information

- Name
- Address
- Telephone numbers
- Photograph for identity cards
- Email address
- Nationality/Right to Work
- References
- Date of birth
- National Insurance Number
- Gender
- Ethnicity
- Physical and mental health including disability
- Sickness attendance details
- Qualifications
- Employment history
- Criminal convictions
- Interview notes
- Training and qualifications

This may be contained in the application form submitted made and subsequent documentation required.

## **Who we collect information from?**

We collect information from you as the applicant from the point at which you apply for the role and subsequently during your employment. Dependent on the outcome of your application:

We may collect information from past employers or personal references based on the application for employment.

We may also receive information from other organisations for occupational health which is detailed in the privacy notice for that service.

Where we are legally required to carry out criminal record checks for those carrying out the role applied for, or the role is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975/1023) and is also specified in the Police Act 1997 (Criminal Records) Regulations (SI 2002/233), we may undertake a standard or enhanced check from the Disclosure and Barring Service.

Whilst some activities may be taken only with the candidate appointed to the role, some or all of this information may be collected from a candidate who is unsuccessful as result of information received by the council.

## **Who do we share information with?**

Those we may share information regarding your application may include:

- HR colleagues where appropriate
- Recruiting managers within the council
- Disclosure & Barring Service
- Medical professionals involved with you

## **How long do you keep information for?**

Under Data Protection, we are required to keep information for as long as it is required. It does not however specify how long a specific piece of information should be retained for. Therefore each department will use a retention schedule for documents etc which it holds and have a secure means of destruction. This can be accessed ([here](#)).

## **Your Rights**

You have rights under Data Protection and these are as detailed in the corporate notice and can be accessed on our [Data Protection - Rights Information page](#).