

Recruitment Privacy Notice for Human Resources

Dover District Council is the Data Controller of the personal data processed in this privacy notice

Processing activity

For the Council to recruit, it is necessary for us to collect, hold and process personal information about you as part of the service. This notice is relevant to you because you are applying for a job (whether as an employee or worker) and as part of that process your personal data will be processed. This privacy notice will make you aware of how and why your personal data will be used for the purposes of the recruitment and selection process.

Information Requirements

In connection with your job application, we will collect, store and use the following:

Information you have provided on your application form such as;

- Name
- National Insurance No.
- Marital Status
- Nationality
- Religion
- Financial Information
- P45 or Tax Declaration
- Next of kin contact details
- Job Descriptions
- Reasons for medical conditions and diagnosis
- Address
- Date of Birth
- Gender
- Ethnic Origin
- Disability
- Sexual Orientation
- Medical information for health screening
- Employment History
- Personal email address
- Telephone Number(s) (Landline and Mobile)

We may ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; attend an interview; or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by us.

We will collect criminal record information for the purposes of verification and vetting for certain jobs such as roles that involve working with vulnerable adults or children. These jobs will be identified in the job advertisements and in the job descriptions.

We will collect personal information about you from the following sources:

- You, the candidate;
- Recruitment Agencies;
- Employment referees;
- Disclosure and Barring Services (DBS) in response of criminal convictions;

Lawful Basis for Processing

The lawful basis we rely on for processing your personal data is generally article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract. In some cases it will be in the legitimate interest pursued by us or expressed consent.

The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnic information and sexual orientation is article 9(2)(b) of the GDPR, which also relates to our obligations in employment and the safeguarding of your fundamental rights and article 9(2)(h) for assessing your work capacity as an employee. And Schedule 1 part 1(1) and (2)(a) and (b) of the DPA 2018 which relates to processing for employment, the assessment of your working capacity and preventative or occupational medicine.

Reasons for Processing

We will process the personal information we collect about you to:

- Assess your skills, qualifications and suitability for the role;
- Carry out background and reference checks, where applicable;
- Communicate with you about the recruitment process;
- Keep records relating to our hiring processes;
- Comply with legal or regulatory requirements.
- Monitor our equal opportunities performance

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your application, we will then process that information to decide whether you meet the essential requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the job.

If we decide to offer you the job, as part of our pre-employment check we will:

- contact your referees, using the details you provide in your application to directly obtain references;
- ask for further medical information if you have declared this on the Pre-Employment Medical Questionnaire. This may result in completing an extended questionnaire via an online portal which will then be assessed by the Occupational Health provider;
- carry out a criminal record check (if applicable) before confirming your appointment.

We also need to confirm your identity and your right to work in the United Kingdom prior to commencing employment. You will therefore need to provide:

- proof of your identity – you will be asked to provide the original documents and we will take copies
- proof of your qualifications – you will be asked to provide the original documents and we will take copies

Your account will remain active for six months from the last date you have logged in. Your account will then be deleted from the system if you have not accessed it during this period.

There will be occasions when we need to share job descriptions for the purposes of job evaluation with evaluators who are employees of the data controllers.

Please refer to our Corporate Privacy Notice at www.dover.gov.uk/privacy for further details of how we process your personal information and your rights.