



## **DATA PROTECTION PRIVACY NOTICE FOR HR (Recruitment)**

### **Why are we providing this Notice to you**

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service HR (Recruitment). This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### **What personal data do we hold**

We obtain some of this data directly from you and we may also obtain it from other sources. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant data controller and also the contact details of their data protection officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if any.

The types of data we hold and process will typically include:

#### **When you create an account:**

- name
- email address

#### **When you make an application we may ask for:**

- full contact details, including address
- eligibility - nationality and immigration status
- skills, knowledge and experience information
- education and training

- salary information
- qualifications, licences and professional memberships/registration
- diversity and inclusion information (ethnicity, sexuality, gender)
- CV/Work History
- Criminal record declaration

- Information re previous LBH employment
- Information re any relationships with Council employees
- Guaranteed Interview Scheme and reasonable adjustment requirements
- National Insurance number

**When you are invited to an interview we may ask you to provide:**

- evidence of your identity, right to work in the UK, DBS documents - such as your passport, utility bills or other documentation
- copies of qualifications, professional memberships/registration

**When you undergo pre-employment checks we may ask for:**

- contact details for your referees
- National Insurance number
- date of birth
- pension history - eg LGPS or other relevant scheme
- proof of continuous service
- health declaration
- DBS information
- qualifications, licences and professional memberships/registration
- bank details for payment purposes
- Emergency contact and next of kin details

The list above only applies for applications made through LBH Jobs system. Some providers/agencies may use their own application systems, where their privacy notice will apply.

**When you contact us with feedback or an enquiry we will process:**

- your email address
- the details of your request

**What is our purpose for processing your personal data**

The purposes for which we are processing your personal data are:

- to manage recruitment for LBH, including online application, short-listing, selection, offer and pre-employment checking.
- to offer a job alert email service

- to provide technical support to candidates and recruiters
- to monitor the effectiveness of recruitment processes - this could include statistical analysis of system usage, or research into the experience of applicants and other system users
- to undertake pre-employment checking and onboarding activity before you start in a role in LBH
- Service delivery and improvement

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

### **What is the legal basis for our use of your personal data**

- Legal obligation: it is necessary to comply with a legal obligation placed on us as the data controller - we are required to report on equality of opportunity; and on-boarding processes have specific requirements
- We need it to perform a task in the public interest

### **What we do if your personal data is sensitive**

Sensitive personal data or special category data is any personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know.

### **For how long will we hold your personal data**

Records for candidates who do not reach employment stage, will be automatically deleted after 6 months. The applicant tracking system will send automated emails to these candidates to request consent if they would like their details to be retained longer.

Candidate accounts - you can, at any time, choose to close your account. This will:

- remove your ability to login to the account
- withdraw any active applications
- disable the automatic sending of job alerts

Closed accounts are deleted and cannot be restored, however previously submitted applications will be retained until deletion for the period described above.

Candidate data of those that are hired will remain in the system for 6 years from the date of hire. Candidate data of those who are unsuccessful will remain in the system for 6 months from the date of application closure.

### **Organisations that we may share your personal data with**

Your personal data will be shared by us for HR recruitment purposes with:

Account data:

- our technical supplier Saba Lumesse and their approved staff
- profiles may be shared with departments who have vacancies if you have agreed to be part of our 'talent pool'

Once you have made an application, your information may be shared with:

- approved staff managing vacancies (including recruiters and interview panel members)
- the recruiting departments or profession
- Saba Lumesse
- Assessment testing provider
- LBH managed service providers
- Email survey tools

If you undergo pre-employment checks after successful application, your data may be shared with:

- ReferenceExpert (Great with Talent)
- Capita - Ebulk
- Disclosure and Barring Service
- occupational health providers
- LGPS or other relevant pension provider
- the HR department/recruiting managers
- the recruiting department's shared service provider (if a third party supplier is used)

If you request support with your application or for a technical issue:

- Saba Lumesse
- Online assessment providers

## **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or in very limited circumstances erase your personal data.

You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline (0303 123 1113) or in writing:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

4

If you wish to exercise any of these rights, please contact Mike Talbot (contact details given below). You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

- your personal data is available to view in your online account at any time
- you can request a copy of your personal data, in machine-readable format, by emailing [hrresourcing@hillingdon.gov.uk](mailto:hrresourcing@hillingdon.gov.uk) - this request may take up to four weeks to process.

## **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

## **Contacting us**

The contact details for Mike Talbot are:

Mike Talbot

Head of Human Resources

London Borough of Hillingdon

Civic Centre

High Street



Uxbridge

**Statutory Data Protection Officer**

You may also contact our Data Protection Officer for further information:

Raj Alagh, Borough Solicitor and Monitoring Officer

Data Protection Officer

Civic Centre

High Street

Uxbridge

UB8 1UW

E-mail: [ralagh@hillingdon.gov.uk](mailto:ralagh@hillingdon.gov.uk) Telephone: 01895 250617