



Privacy Notice for Job Applicants

This document provides information about how your data is collected, how it is used and the basis for processing your data during the recruitment process.

Three Rivers District Council (TRDC) is the data controller under the Data Protection Legislation as we collect and process personal information about you in order to process your job applications for our advertised vacancies.

This notice explains why we ask for your personal information, how that information will be used and how you can access your records. Any questions regarding our privacy practices should be sent to the Council's Data Protection Officer (DPO) on the contact details provided below.

How does the Council collect your personal data?

The Council collects your information in a variety of ways but mostly through information provided by you to support your job application. For example, data might be contained in application forms, CVs or résumés, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

What will we do with the information you provide to us?

All of the information you provide during the recruitment process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area (EEA). The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application.

We will use the other information you provide to assess your suitability for the role you have applied for.

We do not collect more information than we need to fulfil our stated purposes and we will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

If you use our online application system, your personal details will be collected on our behalf by Webrecruit our third-party data processor partner. You can read the Webrecruit Privacy Notice by clicking [here](#).

What information does the Council collect?

The Council collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the Council needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief
- any other additional information provided by you in the context of the recruitment and selection process

The Council collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (including online tests).

The Council will also collect personal data about you from third parties, such as references supplied by former employer and information from criminal records checks. The Council will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.



Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the Council process personal data?

The Council needs to process data to take steps to enter into a contract with you.

In some cases, the Council needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Council has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Council to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Council may also need to process data from job applicants to respond to and defend against legal claims.

Where the Council relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Council processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. We also carry out a pre-employment health assessment on everyone before they start

Where the Council processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

We carry out DBS check on all staff, the Council is obliged to seek information about criminal convictions and offences. Where the Council seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Council will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?



Your information will be shared internally for the purposes of the recruitment exercise. This may include members of the HR and team, interviewers involved in the recruitment process, managers in the business area with a vacancy.

The Council will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Council will then share your data with former employers to obtain references, and the Disclosure and Barring Service to obtain necessary criminal record checks where relevant.

Your data may be transferred to countries outside the European Economic Area (EEA) for recruitment purposes e.g. request for employment references.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Council during the recruitment, assessment and onboarding processes. However, if you do not provide the information, the Council may not be able to process your application properly or at all.

How long is the information retained for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

To determine the appropriate retention period for personal information, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

□ Successful candidates

We retain employee files throughout the course of your employment with us and for a further seven years following your termination date.

□ Unsuccessful candidates

Your personal data will remain on the Fusion Plus system (provided by Webrecruit) for 12 months (unless you ask for it to be deleted sooner). We will issue you with notice 7 days

before the end of the 12 month period asking if you would like us to retain your details for the purposes of contacting you should a suitable vacancy arise. If you respond to say you would like your details to be retained, they will be kept for a further 12 months (at which point we will contact you again). If you do not respond giving permission for us to keep your details, they will be deleted from the system.

□ **Equal Opportunities information**

Equal Opportunities information will be sought and held in an anonymised version for the purposes of analysing statistics.

□ **Management information**

Any details held after 12 months for which we no longer have permission to hold in full detail will be anonymised solely for the purposes of producing Management Information.

Offer of employment

If we make an offer of employment, we will ask for information from you and third parties so that we can carry out pre-employment checks. You must successfully complete preemployment checks before your employment with us can commence. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability. To do this, we will therefore require you to provide the following:

- Proof of your identity – you will be asked to attend our office with original documents, e.g. passport, driving license, and or birth certificate. We will take copies of these.
- Proof of address – We will request you to bring in a house hold bill that was issued no longer than 3 months ago e.g. electricity, water and or gas bill. We will take copies of these.
- Proof of your qualifications where relevant to the job – you will be asked to attend our office with original documents. We will take copies of these.
- References - we will contact your referees directly using the details you provide in your application, to obtain references from your former employers and/or personal referees.
- Occupational Health Clearance - we will ask you to complete a questionnaire about your health, which will help determine if you are suitable to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively. This is done through our Occupational Health provider, Optima.

- Criminal records check – for all roles, the council is obliged to seek information about criminal convictions and offences because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. You will be advised of the level of DBS check that is applicable to this role and you will be asked to complete an application for an appropriate level of Disclosure and Barring (DBS) check. You will be required to submit your DBS Certificate once received, for checking by your Hiring Manager. The role will influence the level of DBS check required. Dependent on the level of check, your certificate might detail both unspent and spent convictions amongst other information. Once viewed, no record of your certificate will be held by the Council other than confirmation that it has been viewed and is acceptable for the role.

When your employment commences, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work
- Details of relevant pension scheme membership

How does the Council protect data?

The Council takes the security of your data seriously. The Council has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For details please refer to the Council's data protection [Privacy Policy](#).

Where the Council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request; you can request for a copy of your information by clicking [here](#).
- require the Council to change incorrect or incomplete data;
- require the Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;



- object to the processing of your data where the Council is relying on its legitimate interests as the legal ground for processing; and
- ask the Council to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Council's legitimate grounds for processing data

DATA PROTECTION OFFICER

The Council's Data Protection Officer (DPO) is responsible for overseeing compliance with this privacy notice. If you have any questions or wish to make complaint about how we handle your personal information, please contact the Data Protection Officer on the details below:

Data Protection Officer
Three Rivers District Council
Three Rivers House
Northway
Rickmansworth
WD3 1RL

Tel: 01923 776611

Email: dataprotection@threerivers.gov.uk

If you are not satisfied you can complain to the Information Commissioner's Office at:-

The Information Commissioner's Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire,
SK9 5AF,
Tel: 01625 545745

Or you can visit their website at www.ico.org.uk

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice was last updated in December 2018.