

**Data controller: Eastleigh Borough Council, Eastleigh House, Upper Market Street, Eastleigh, SO50 9YN**

**Data protection officer: Ian Austin, Legal Services Manager [DP@eastleigh.gov.uk](mailto:DP@eastleigh.gov.uk)**

As part of any recruitment process, the council collects and processes personal data relating to job applicants. The council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **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;
- whether or not you have a disability for which the council needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The council may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The council may also collect personal data about you from third parties, such as references supplied by former employers 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 at your request prior to entering into a contract with you. It may also need to process your data 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 may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The council processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, 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.

If your application is unsuccessful, the council may keep your personal data on file in case there are future employment opportunities for which you may be suited. The council will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time. Your data will be kept for a maximum of six months before it is securely destroyed.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR Case Management and Specialist team, managers with a vacancy and involved in the recruitment process and IT staff if access to the data is necessary for the performance of their roles.

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 for you, and the Disclosure and Barring Service to obtain necessary criminal records checks, should this be required for the role for which you apply.

The council will not transfer your data outside the European Economic Area.

### **How does the council protect data?**

The council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For how long does the council keep data?**

If your application for employment is unsuccessful, the council will hold your data on file for six months after the end of the relevant recruitment process, provided you give your consent to this. At the end of that period, or if you withdraw your consent, your data is securely deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

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

- access and obtain a copy of your data on request;
- 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

If you would like to exercise any of these rights, please contact Ian Austin, Data Protection Officer.

If you believe that the council has not complied with your data protection rights, you can complain to the Information Commissioner.

### **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 process. However, if you do not provide the information, the council may not be able to process your application properly or at all.

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making.