

## **JOB APPLICANT PRIVACY NOTICE**

### **Data Controller**

Broads Authority  
62-64 Thorpe Road  
Norwich  
NR1 1RY  
Telephone: 01603 610734  
Email: [dpo@broads-authority.gov.uk](mailto:dpo@broads-authority.gov.uk)

### **Data Protection Officer (DPO)**

Solicitor & Monitoring Officer  
Telephone: 01603 610734  
Email: [dpo@broads-authority.gov.uk](mailto:dpo@broads-authority.gov.uk)

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

### **What information does the Authority collect?**

The Authority 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 Authority needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your marital status, ethnic origin, sexual orientation, health and religion or belief.

The Authority collects this information in a variety of ways. For example, data might be contained in an application form, equal opportunity monitoring form or entitlement to work documentation.

If you are appointed to the role, the Authority also collects personal data about you from third parties, such as references from former employers and information from criminal records checks permitted by law.

Data is stored in a range of different places, including on a recruitment file and on IT systems, including email.

### **Why does the Authority process personal data?**

The Authority needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data into a contract with you.

In some cases, the Authority 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 Authority 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 organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The Authority 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.

Where the Authority processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the Authority is obliged to seek information about criminal convictions and offences. Where the Authority 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 Authority 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 includes members of the HR Team, interviewers involved in the recruitment process, the recruiting manager and IT staff if access to the data is necessary for performance of their roles.

The Authority will not share your data with third parties in order to book training, obtain pre-employment references from other employers and obtain any necessary criminal records checks from the Disclosure and Barring Service.

The Authority also shares your data with third parties that process data on its behalf, in connection with payroll, pensions and the provision of occupational health services.

The Authority will not transfer your data to countries outside the European Economic Area.

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

The Authority takes the security of your data seriously. The Authority has a Data Protection policy and the ICT Usage and Security policy documents the controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

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

The Authority will hold your personal data for the duration of your employment. The periods for which your data is held after the end of employment are set out in the Data and Information Retention policy.

If your application for employment is unsuccessful, the Authority will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

If your application 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 policy.

### **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 Authority to change incorrect or incomplete data;
- require the Authority 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 Authority is relying on its legitimate interests as the legal ground for processing; and
- ask the Authority to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the Authority's legitimate grounds for processing data.

If you would like to exercise any of these rights you can make a subject access request. Please contact the DPO on the contact details listed above.

If you believe that the Authority 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 organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.