



## **Privacy Notice – Recruitment and Selection**

### **Who Will Be Responsible For My Data Once It Is Collected?**

Warrington Borough Council will be responsible for the data once it is collected.

### **Why Do You Need My Information?**

#### **For the Recruitment & Selection Process**

We need your information initially, in order to conduct a recruitment and selection process when you apply for a job in the council.

#### **When In Employment**

If recruitment is successful, we will need your information to ensure that the Council can pay you and report relevant information to HMRC and pension providers.

### **What Allows You To Use My Information?**

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the UK GDPR:

- Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject.

### **What Type of Information Will Be Processed?**

We may collect and process a range of information about you as part of the recruitment and selection. This includes:

#### Personal data

- your name
- address and contact details, including email address and telephone numbers landline and mobile
- date of birth
- marital status
- employment history
- qualifications

We may also collect, store and process the following special category data

- information about criminal convictions or offences
- health information
- gender
- ethnicity

## **Who Will My Information Be Shared With?**

We share your data with third parties in order to obtain:

- pre-employment references from other employers
- employment background checks, including from third party provider, such as THE Disclosure and Barring Service
- criminal record checks or where otherwise necessary in connection with the management of your employment contract or other contract for services
- we may also share your data with third parties for example in the context of complying with our obligations under The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE).

## **Do I Have To Provide This Information And What Will Happen If I Don't?**

In order for you to be employed by the council, personal and financial information is required. If you do not provide the information requested, we will not be able to appoint you into a position that you apply for.

## **How Long Will You Keep This Data For And Why?**

The council will only retain your personal data for as long as necessary to fulfil the purposes for which it was collected, including for the purposes of satisfying any legal, regulatory accounting, or reporting requirements.

Candidates information is retained by HR for the following periods:

- Successful Candidates - Data will form part of their employment record and will be retained as described in the HR Retention policy.
- Unsuccessful Candidates - Your details will be held for no longer than 6 months.

## **How Will My Information Be Stored?**

The information will be stored on a secure database held by Warrington Borough Council.

## **What Rights Do I Have When It Comes To My Data?**

Under the Data Protection Act 2018 (General Data Protection Regulation), you might have more rights about what happens with your data.

As different rights apply in different situations each request will be assessed on a case by case basis.

1. **Right of Access (formerly Subject Access Request)** - you have the right under the Data Protection Act 2018 (General Data Protection Regulation 2018) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To request a copy of your data or ask questions about how it is used, please look at our [webpages on Requests for Information](#).

2. **Right to be informed** – as detailed through this Privacy Notice.
3. **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
4. **Right to erasure** – depending on the legal basis for processing your information, you could have the right to have personal data erased.
5. **Right to restrict processing** – depending on the legal basis for processing your information, you have the right to reduce or stop the processing of your data.
6. **Right to data portability** – depending on the legal basis for processing your information, you have the right to obtain and reuse any electronic data we hold about you.
7. **Right to object to processing** – where processing your personal information is required for the performance of a public interest task (see above), you have the right to object.

## Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you are not satisfied with how your request has been dealt with, or if the information held about you is incorrect, you should email or write to Warrington Borough Council outlining your concerns.

If you then wish to make a complaint then please contact us using one of the methods below: Use the [online complaints form](#).

- Email us at [contact@warrington.gov.uk](mailto:contact@warrington.gov.uk)
- Phone us on: 01925 443322
- Write to us at: Warrington Borough Council, East Annexe, Town Hall, Sankey Street, Warrington, WA1 1UH

You also have the right to complain to the Information Commissioner's Office using the following details: -

The Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF  
Telephone: 0303 123 1113  
Website: <https://ico.org.uk/>

**Will This Information Be Used To Take Automated Decisions About Me?**

No, the data will not be used to make automated decisions.

**Will My Data Be Transferred Abroad and Why?**

No, your information will not be transferred overseas.