

## Privacy Notice

### Human Resources and Organisational Development - Recruitment

This privacy notice describes, in general terms, the personal data being processed by Sunderland City Council, HR&OD Recruitment Team as Data Controller for the purposes of the General Data Protection Regulations and Data Protection Act 2018.

#### Reasons/purposes for processing information

As part of any recruitment process, Sunderland City Council HR&OD collects and processes personal data relating to job applicants. The information we hold and process will be used to manage and administer the recruitment process. If you are successful in your application and begin to work for us, please refer to the Human Resources and Organisational Development Privacy Notice which can be accessed via The Hub.

#### Legal basis for processing

Sunderland City Council HR&OD will use your information where you have provided formal consent and where there is a relevant legal basis to do so to enable us to comply with legal requirements of the recruitment process for example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We also need to keep records of the process as we may need to respond to any legal proceedings.

If you do not provide the data required, we may be unable, in some circumstances, to comply with our obligations and we will tell you about the implications of that decision.

#### Types of information processed

Sunderland City Council collects a range of information about job applicants. 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
- details of and health condition and your medical fitness for the role; and
- information about your entitlement to work in the UK.

Sunderland City Council may need to hold and process **special categories of data**, such as information about racial or ethnic origin, gender and sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants have a disability for which the organisation needs to make reasonable adjustments during the recruitment process. We process such information to carry out our obligations and exercise specific rights in relation to employment legislation.

Where it is not necessary to identify the data subject, we will use anonymised or pseudonymised data so that the data subject is not identified.

## **Source of the information**

Much of the information we hold will have been provided by you in your application form, CV or resumes; obtained from your passport or other identity documents; collected through interviews or other forms of assessment; and from a medical questionnaire and (in some instances) completion of a Disclosure and Barring Service and other pre-employment checks undertaken on successful candidates.

We may also collect personal data about you from third parties, such as references supplied by former employers.

Your information 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).

## **Automated Decision Making**

We use profiling for automated decision making. We use profiling to assess the strengths and preferences of individuals through a personality questionnaire and ability testing. Personality assessments provide an in depth view of a potential employee's strengths that can be used as an indicator of their preferences and ability to thrive in specific job roles. It considers how an individual will fit into certain work environments, how they will work with other people, how they will cope with different job requirements and give an understanding about what support applicants require to be successful in a job role.

## **Who has access to the information**

Employees working within HR&OD, members of the interview panel may have access to the information, if it is a requirement of their role. Audit Risk and Assurance may have access in the course of their activities to provide assurance over the service being delivered.

We only disclose information about you to third parties if we are legally obliged to do so as part of the recruitment process.

## **Keeping your information safe**

The Council takes the security of your data seriously. We have 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 proposer performance of their duties. All Council employees have undergone training in the use, care, protection, handing of personal data and aware of and comply with Sunderland City Council duties under GDPR.

## **How long will data be retained**

The Council has agreed retention periods which set out the period of time your data will be retained. We have arrangements to make sure your personal data is securely destroyed when it is no longer needed. If your application for employment is unsuccessful, we will hold your information obtained during the recruitment process for 8 months after the end of the recruitment process and then securely destroyed. If your application for employment is successful, the information gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment and for a period of time after your employment ends.

## **Your Individual Rights**

You also have the right to ask:

- for a copy of the personal information we hold about you;
- to have inaccuracies corrected;
- to have your personal data erased (the right to be forgotten);
- to place a restriction on our processing of your data;

- to object to processing;
- to request your data to be transferred to another data controller (data portability); and
- not to be subject to a decision based solely on automated decision making and profiling.

You can exercise the above rights by contacting HR&OD Recruitment Team or the Council's Data Protection Officer.

For further information on Sunderland City Council's data protection policy and latest privacy notice please see <https://www.sunderland.gov.uk/data-protection>

If you have concerns about how we have dealt with your personal information, please contact the Council's Data Protection Officer at [Data.Protection@sunderland.gov.uk](mailto:Data.Protection@sunderland.gov.uk) or by calling 0191 5611023 or at postal address Data Protection Office, Civic Centre, Burdon Road, Sunderland, SR2 7DN.

You can also contact the Information Commissioner's Office: <https://ico.org.uk/>

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF  
Telephone: 0303 123 1113 (local rate) or 01625 545 745 Fax: 01625 524 510

### **Changes to the privacy notice**

We may make changes to this privacy notice from time to time.  
This privacy notice was last reviewed on 10 May 2018