

Privacy Notice



North Yorkshire
County Council

Recruitment

This Privacy Notice is designed to help you understand how and why Recruitment processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

Who are we?

North Yorkshire County Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). The Recruitment Team, within Employment Support Services, and Resourcing Solutions are responsible for the administration of the recruitment process. Resourcing Solutions are also responsible for promoting and recruiting volunteers within the council.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526

What personal information do we collect?

- ❖ Your name(s), title, contact details, address, and National Insurance Numbers;
- ❖ ID Documents;
- ❖ Eligibility to Work
- ❖ Previous employment history;
- ❖ Education and Professional Qualifications;
- ❖ Membership of professional or government bodies;
- ❖ Referee Details;
- ❖ Equalities information (so that we can monitor workplace equality);
- ❖ Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- ❖ Any other relevant information you wish to provide to us;

Volunteers are only required to provide their name, email address and whether you are over or under the age of 18 and area of interest initially but if you do become a volunteer you may need to provide some of the above information.

Why do we collect your personal information?

As part of your job application NYCC will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

For volunteers we send detailed information about volunteering opportunities and may ask for feedback on this. If you became a volunteer, more details may be collected.

Who do we share this information with?

We routinely share your recruitment information with your potential employers, third party assessment providers (in order to facilitate your suitability for a role), and any other relevant HR team within the Council.

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

How long do we keep your information for?

Data held	Retention period
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention period;
If your job application is unsuccessful	Your information will be kept for six months and then destroyed.
Volunteer Applications if successful	Further information will be collected and a separate privacy notice will be available for specific projects.
Volunteer Applications if unsuccessful	Your information will be kept for six months and then destroyed.

What is our lawful basis for processing your information?

The County Council is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

The County Council is also legally required to collect some information as defined by employment law.

For More information about how the County Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).