

# Privacy Notice

## Recruitment Hub



North Yorkshire  
County Council

**This Privacy Notice is designed to help you understand how and why the Recruitment Hub 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). Resourcing Solutions are responsible for the administration of the recruitment process.

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  
infogov@northyorks.gov.uk // 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;

### Why do we collect your personal information?

Unlike with the County Council's usual application process, where you apply for a specific vacancy, an application via the Recruitment Hub allows resourcing solutions to put your details forward to our clients and prospective employers for you to be considered for vacancies, and to keep you informed of any available opportunities. As part of your job application Resourcing Solutions will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

### Who do we share this information with?

We routinely share your recruitment information with potential employers (these may be clients outside of the county Council.), 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
<b>Successful Applications: application form and application notes</b>	Application forms and notes will be passed to your new employer and retained according to their employment retention periods. Resourcing Solutions will then keep a copy of your application, for six years, for audit purposes.
<b>Unsuccessful Applications: application form and application notes</b>	2 years from date of application (this is to ensure that you are considered for any vacancies that become available in this period)

### What is our lawful basis for processing your information?

We are required to process your personal data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

We are also legally required to process your personal data, and sometimes your special category data, as defined by employment law or because the County Council has a legal duty to do so (for example for equality and diversity monitoring).

**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](#).**