

Recruitment – Privacy Notice

This Privacy Notice is designed to help you understand how and why North Yorkshire County Council processes your personal data in relation to Recruitment. 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.

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

Information Governance Office Veritau Ltd County Hall Racecourse Lane Northallerton DL7 8AL infogov@northyorks.gov.uk // 01609 53 2526
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Why do we collect your personal information?

As part of your job application your potential employer will need to assess your suitability for the vacancy. This means that the County Council needs to collect information about you in order to facilitate this.

If you sign up to our Recruitment Hub scheme we will also require your personal information in order for the County Council to match you with a potential vacancy with one of our partner organisations.

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;
- ❖ Date of Birth (to ensure you are of legal working age);
- ❖ 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;

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.

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

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.