



Recruitment Privacy Notice

This notice explains what personal data (information) we hold about you, how we collect it, and how we use and may share information about you in connection with our recruitment processes. We are required to notify you of this information under data protection legislation. Please ensure you read this notice to understand our views and practices regarding your personal data and how we will treat it.

How your information will be used

The Council needs to keep and process information about you to process your application. The information we hold and process will be used for our management and administrative use only. We will keep and use it to enable us to manage our relationship with you effectively, lawfully and appropriately during the recruitment process.

This includes using information to enable us to comply with any legal requirements, pursue the legitimate interests of the Council and protect our legal position in the event of legal proceedings. If you do not provide this data, we may be unable in some circumstances to comply with our obligations and we will tell you about the implications of that decision.

The information we collect and hold

The information we collect and hold is information you provide when you apply for a role. The sort of information we hold includes personal details such as name, email address, address, date of birth, qualifications, experience, information relating to your employment history, skills and experience, referees, ethnic origin, sexual orientation, nationality and disability.

Where we process special categories of information relating to your racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health or sex life of sexual orientation, we will always obtain your explicit consent to those activities unless this is not required by law. Where we are processing data based on your consent, you have the right to withdraw that consent at any time.

We do use automated decision-making (including profiling) in limited circumstances including preselecting candidates for recruitment purposes. This is currently limited to an individual's right to work in the UK and the level of experience and qualifications they have for certain roles.

Uses made of your information

The lawful basis on which we collect and use your personal data is for employment purposes namely the recruitment of staff for our organisation.

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.

- To enhance any information that we receive from you with information obtained from third party data providers.
- To monitor for management review. Data is always anonymised.

Your personal data will be stored in accordance with our records retention schedule.

Your rights

- Under the General Data Protection Regulation (GDPR) and The Data Protection Act 2018 (DPA), you have a number of rights with regard to your personal data.
- The right to be informed – you have the right to know what information the council is processing about you
- The right to rectification – you have the right to correct or rectify any inaccuracies in your records
- The right to erasure or right to be forgotten – you have the right to ask for your details to be removed from the systems that we use to process your personal data
- The right to restrict processing – you have the right to restrict the processing of your personal data in certain ways
- The right to data portability – you have the right to ask for the transfer of your personal data to other controllers
- Rights in relation to automated decision making and profiling. If you believe, we have made an automated decision about you have the right to ask us to review that decision.

If you have provided consent for the processing of your data, you have the right (in certain circumstances) to withdraw that consent at any time, which will not affect the lawfulness of the processing before your consent, was withdrawn.

How to complain

If you need to make a complaint about how your personal information is being used by the Council, please contact us and provide as much information as possible so that we can conduct an investigation.

If you wish to appoint someone to act on your behalf – this could be another individual or an organisation, such as your legal representative or Citizens Advice, it is important that you make your wishes clear and provide a form of authority to them so that we know they are acting under your instruction.

To make a request or complaint you can contact the Council in the following ways:

Emailing:

dataprotectionofficer@maidstone.gov.uk

Writing to:

The Data Protection Officer,
Maidstone Borough Council,
Maidstone House,
Kings Street,
Maidstone
Kent
ME15 6JQ

Telephoning:

01622 602000

If you are unhappy with how we have treated your complaint or to request a review of the Council's response to your information rights requests, you can contact the **Information Commissioner's Office** at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: **0303 123 1113**

Fax: 01625 524 510

Email: **casework@ico.org.uk**

Identity and contact details of controller and data protection officer

Maidstone Borough Council is the controller and processor of data for the purposes of the DPA 18 and GDPR. If you have any concerns as to how your data is processed you can contact: Angela Woodhouse, Data Protection Officer at Dataprotectionofficer@maidstone.gov.uk