

Capital City Partnership

Privacy Notice for Job Applicants

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Data Protection Officer - Chris Nicol Chris.Nicol@capitalcitypartnership.org / 07462432348.

Who collects the information

Capital City Partnership is a 'controller' of personal data and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our [GDPR Data Protection Policy \(Employment\)](#).

About the information we collect and hold

The table set out in part 1 of the schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in part 2 of the schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where information may be held

Information may be held at our offices and those of our group companies, and third party agencies, service providers, representatives and agents.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised or anonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. If your application is unsuccessful, we will review and possibly delete recruitment information after a period of six months. For further information, see our **Privacy Notice for Employees**. Further details on our approach to information retention and destruction are available in our **Employment Data Retention Policy**. Both documents can be obtained on request from our Data Protection Officer, Chris Nicol, who can be contacted at Chris.Nicol@capitalcitypartnership.org or on 07462432348

Your right to object to us processing your information

Where our processing of your information is based solely on our legitimate interests (or those of a third party), you have the right to object to that processing if you give us specific reasons why you are objecting, which are based on your particular situation. If you object, we can no longer process your information unless we can demonstrate legitimate grounds for the processing, which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.

Please contact our Data Protection Officer if you wish to object in this way.

Your rights

Please contact our Data Protection Officer if (in accordance with applicable law) you would like exercise any of your rights under applicable data protection legislation.

Your rights in relation to your information are:

- you have a right to request access to the information that we hold about you by making a "subject access request";
- if you believe that any of your information that we hold about you is inaccurate or incomplete, you have a right to request that we correct or complete your personal information;
- you have a right to request that we restrict the processing of your information for specific purposes;
- if you wish us to delete the information that we hold about you, you may request that we do so;
- you have a right to object to our processing of your information in certain circumstances;
- you may request information concerning you held by us, which you have provided to us, in a structured, commonly use and machine-readable format and have the right to transmit such information to a third party in certain situations; and
- if applicable, you have a right to object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

If you have any queries or concerns about this notice or about our use of your personal information, please contact our Data Protection Officer.

If our Data Protection Officer is not able to address your query or concern, you can contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

Schedule

Part 1 – up to and including the shortlisting stage

| The information we collect | How we collect the information | Why we collect the information | How we use and may share the information |
|--|--|---|--|
| Your name and contact details (i.e. address, home and mobile phone numbers, email address) | From you and employment agencies. | Legitimate interests: to carry out a fair recruitment process and progress your application, arrange interviews and inform you of the outcome at all stages | To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application |
| Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests | From you, in the completed application form and interview notes (if relevant) and employment agencies. | Legitimate interests: to carry out a fair recruitment process and make an informed decision to shortlist for interview and (if relevant) to recruit | To make an informed recruitment decision The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details |
| Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs | From you, in a completed and anonymised equal opportunities monitoring form and employment agencies. | To comply with our legal obligations For reasons of substantial public interest | To comply with our equal opportunities monitoring obligations and to follow our equality and diversity policies. For further information, see * below |

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|---------------------------------|---|--|---|
| Details of your referees | From your completed application form and employment agencies. | Legitimate interest: to carry out a fair recruitment process | To carry out a fair recruitment process To comply with legal/regulatory obligations Information is shared with relevant recruiting managers and HR personnel and the referee. |
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Part 2 – before making a final decision to recruit

| The information we collect | How we collect the information | Why we collect the information | How we use and may share the information |
|-----------------------------------|---------------------------------------|---------------------------------------|---|
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| <p>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/></p> | <p>From your referees (details of whom you or an employment agency will have provided)</p> | <p>To comply with our legal obligations</p> <p>Legitimate interests: to make an informed decision; recruit; and maintain employment records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p> | <p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information is shared with relevant recruiting managers and HR personnel.</p> |
| <p>Information regarding your academic and professional qualifications <input type="checkbox"/></p> | <p>From you, from your education provider, from the relevant professional body and employment agencies,</p> | <p>Legitimate interest: to verify the qualifications information provided by you</p> | <p>To make an informed recruitment decision</p> |

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|--|---|---|--|
| <p>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/></p> | <p>From you and, where necessary, the Home Office</p> | <p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to maintain employment records</p> <p>To carry out obligations and exercise rights in employment law</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts)</p> | <p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p> |
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You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '' above to us to enable us to verify your right to work and suitability for the position.

* Further details on how we handle sensitive personal information are set out in our [**GDPR Data Protection Policy \(Employment\)**](#), available from HR personnel.