

Using your personal information

Data Protection Act 1998 / General Data Protection Regulations (GDPR)

The personal information which you supply will be stored electronically and used for recruitment purposes for roles you apply for with Test Valley Borough Council. Hampshire County Council handles the recruitment process on behalf of its own staff as well as Test Valley Borough Council.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the organisation to comply with a legal obligation. The legal reason for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will not share your information with anyone outside the recruitment process. We will use the postal address, email address and telephone numbers provided on your candidate profile to correspond with you throughout any recruitment process. The information will be retained on our systems and disposed of in line with our retention schedule. We may use electronic means to sort, analyse and evaluate the information you provide to us for the purposes of the recruitment process. This may affect the outcome of your application. Your application may also be subject to some automated decision making in the form of pre selection if specific qualifications or legal requirements are necessary for the role you are applying for. You have the right to apply for a reconsideration of this selection by non automated means and can do so by contacting the Recruitment Team on 0300 555 0223.

You have some legal rights in respect of the personal information we collect from you. Please see our website Data Protection page for further details. You can contact Hampshire County Council's Data Protection Officer at data.protection@hants.gov.uk If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Declaration:

"By continuing I understand that the personal information I have supplied will be visible to, and shared between, recruiting staff and hiring managers, and will be used to support the selection process for this or future roles I apply for within Test Valley Borough Council.

I understand that I can delete my candidate profile at any time. However if successful, I also understand that my personal information will be retained electronically within the relevant organisations HR system for the length of my employment, and the subsequent required retention period".