

Privacy Notice (for job applicants)

1. Data Controller and Data Protection Officer

The House of Lords' Controller is the Corporate Officer (the Clerk of the Parliaments) whose address is the House of Lords, London SW1A 0PW

The Data Protection Officer is the Head of Information Compliance, at the above address. Tel: 020 7219 0100/8481, email: Holinfocompliance@parliament.uk

2. What personal data do we collect?

- Names, e-mails, address, phone numbers etc.
- Screening/Selection Information (your CV / Resume, education results, work experience, significant achievements)
- Evaluation Data (Information provided by other people involved in the recruitment process about your suitability for employment and your status within the recruitment process)
- Your feedback on the recruitment process
- Special Requirements
- Optional information provided by you e.g. medical needs, dietary requirements, disability, dyslexia, study abroad.
- Information provided by you which is required for final contract (in addition to Personal Details). Includes acceptance of offer.
- Information needed by us to draw up contract e.g. salary, job title, hours.
- On-Boarding Information
- Additional information supplied by you to complete the hiring process and may include bank details, proof of right to work, next of kin, etc.
- Equal Employment Opportunity (EEO) Information
- Gender, Race, Religion, Disability, or other diversity information

We may collect this information in a variety of ways. For example, data might be collected through application forms or obtained from your passport or other identity documents such as your driving licence when you provide us with such documents; from correspondence with you; or through interviews, meetings or other assessments.

In some cases, we may collect personal data about you from third parties, such as references supplied by current/former employers, information from employment background check providers, social media checks and information from criminal records checks permitted by law.

3. Why we process personal data and our legal basis for doing so

Here is a list of the ways that we may use your personal data, and of the legal basis we rely on to do so. This is also where we tell you what our legitimate interests are. (There is more information about the law in the Annex on page 5).

Purpose	Legal Basis and legitimate interests (where applicable)
Run recruitment and promotion processes, including pre-employment checks and reference requests.	Performance of a contract
Expense claim payments	Performance of a contract
Deal with any legal claim made against us	<p>Legitimate interests</p> <p>Our legitimate interest is that it is necessary for the purposes of responding to and defending legal claims.</p>
Maintain and promote equality, diversity and inclusion in the workplace	<p>Legitimate interests</p> <p>Your consent.</p> <p>Data we use for these purposes is collected only with your express consent, which can be withdrawn at any time. You are free to decide whether or not to provide such data and there are no consequences of failing to do.</p> <p>Our legitimate interest is that it is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained.</p>

4. Who we share your personal data with

Your information may be shared internally, including with members of the HR Office and interview panel.

Where we process special categories of personal data (such as information about ethnic origin, sexual orientation, health or religion or belief), only a limited number of HR staff will have access to this data.

We may share your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

Between the date of a provisional and definitive offers of appointment, we may share your personal data with the Health and Wellbeing Team in House of Commons Service for the legitimate interest of medical clearance to work.

We may also share your data with third parties when permitted to do so by data protection or other legislation or when there is a legal requirement for us to do so.

5. Transfer to third countries

Some personal data controlled by the House of Lords Administration are held outside the UK. These data are predominantly held in data centres within the European Economic Area, for the purpose of hosting and maintenance. If personal data are transferred to third countries outside the EEA, the adequacy of the data protection regimes of those countries and organisations holding the data is assessed to ensure appropriate safeguards are in place.

6. How we protect your data

We take the security of your data seriously. We have in place internal policies and controls to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

7. How long we keep personal data

For full details of the periods for which your data are held, please see our records disposals policy:

https://www.parliament.uk/documents/parliamentary-archives/ARDP_internet_2017.pdf

8. Automated decision-making

Employment decisions are not based on automated decision-making.

9. Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- request us to change incorrect or incomplete data;

- request us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal basis for processing: and
- withdraw your consent to us processing your data where we are relying on consent.

More information about these rights is available at:

<https://www.parliament.uk/site-information/data-protection/lords-data-protection-information/>

If you would like to exercise any of these rights, please contact the Data Protection Officer. Should you be dissatisfied with our processing of your personal data, you have the right to complain to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

10. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the requested data, we may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

ANNEX

Our legal bases for processing your personal data

Here are more details of the legal reasons, referred to above, which allow us to process your personal data:

Performance of a contract: Articles 6(1)(b) and 9(2)(b) of the GDPR

- The processing is necessary for the performance of a contract to which you are a party, or in order to take steps at your request before entering into a contract; and
- (in the case of special categories of personal data) the processing is necessary for carrying out obligations and exercising rights under employment, social security or social protection law.

Legal obligation: Articles 6(1)(c) and 9(2)(b) of the GDPR

- The processing is necessary for compliance with a legal obligation; and
- (in the case of special categories of personal data) the processing is necessary for carrying out obligations and exercising rights under employment, social security or social protection law.

Our legitimate interests: Articles 6(1)(f) and 9(2)(b), (f) and (g) of the GDPR

- The processing is necessary for our legitimate interests; and
- (in the case of special categories of personal data) the processing is necessary for:
 - the establishment, exercise or defence of legal claims; or
 - reasons of substantial public interest set out in law – namely paragraph 8 of Schedule 1 to the Data Protection Act 2018 which allows processing of special categories of personal data (with the consent of the data subject) for identifying or keeping under review equality of opportunity or treatment.

Notes:

“GDPR” means the General Data Protection Regulation.

“Special categories of personal data” means information about your:

- racial or ethnic origin;
- religious or philosophical beliefs;
- trade union membership;
- genetic and biometric data;
- health data;
- sex life or sexual orientation.