**Privacy Notice (How we use your information)**

**HR - Recruitment Process**

Your privacy is important to us. This privacy notice covers the personal data that may be collected during the recruitment process.

The recruitment process may start with your registration and attendance at a career / marketing event as well as searching and applying for jobs and then the progression of your job application through the process to the point of appointment.

This privacy notice explains what personal data we collect from you during the recruitment process, through our interactions with you and through our system and how we use that data.

We expect to collect a lot of information about you during the process and we require some information which we can communicate, make recruitment decisions, and complete a contract of employment. We may ask for other optional information to help us deliver a better recruitment experience.

Where information is optional, we will need your consent to collect the information and we will make this clear during the recruitment process. If you do not choose to give consent, or you choose not to supply optional information, then this will not impact the recruitment decisions we make about you.

**The categories of information that we collect, process, hold and share include:**

During the recruitment process we may ask you to provide information, we may record other sources of information about you (e.g. feedback from recruiting managers), and we may infer or derive other data (e.g. determine your location from your postal code). The types of collated information include:

* Personal Contact - Names, e-mails, address, phone numbers etc.
* Screening/Selection Information - Your CV / Resume, qualifications, work experience, significant achievements, etc.

Some of this information would not be personal to you if all other fields were anonymised e.g. your location preference is considered personal data while linked to other personal contact information but it cannot be used to personally identify you its own. Some of this information may include enough information to personally identify you e.g. your CV/Resume.

* 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 - Optional information provided by you about your views on the recruitment process.
* Special Requirements - Optional information provided by you e.g.disability
* Candidate Contractual Information - Information provided by you which is required for final contract (in addition to Personal Details). Includes acceptance of offer.
* Other Contractual Information - Information added by us in order to draw up contract e.g. salary, job title, hours.
* On-Boarding Information - Additional information supplied by you in order to complete the hiring process and may include bank details, proof of right to work, next of kin, etc
* Equality Monitoring Information - Gender, Race, Religion, Veteran, Disability, or other diversity information

**Why we collect, hold and how we use this information**

Personal Contact data is used to communicate with you during the recruitment process.

Screening/Selection data is used to decide on your suitability for jobs that you apply to or to identify jobs for which we think you may be more suitable.

Evaluation data is used to record our assessment of your suitability for jobs that you are being considered for and your status within the recruitment process.

Your Feedback data is used by us to improve the recruitment process for future candidates.

Special Requirements data is used by us to make accommodation in the recruitment process for any needs you may have.

Candidate Contractual Information and Other Contractual Information is used to compile contractual documentation (e.g. job offer and contract) and to record the contract. If you accept an offer of employment then some of this data will be transferred to other systems that we control (e.g. payroll systems).

On-Boarding Information is used by us to prepare for you starting work with us including setting up payroll information, benefits, and proof of right to work. If you accept an offer of employment then some of this data will be transferred to other systems that we control e.g. payroll systems.

Equality monitoring Information is used to monitor the recruitment process to ensure our recruitment practices are fair and to support our commitment to inclusion and diversity.

We may aggregate data with other candidate’s data in reports to help us monitor, improve, and plan our recruitment activities. These reports will not include personally identifiable information.

**The lawful basis on which we use this information**

We collect and process information about you under the General Data Protection Regulation (GDPR) and the lawful basis which allows this is **Article 6 (1) (a) Consent** which is obtained from you during the recruitment process.

Sometimes we may also need to collect special category information about you and the lawful basis which allows this is **Article 9 (2) (a) Explicit Consent**.

**Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary. It will be stored in accordance with the relevant retention policy.

**Who we share this information with**

We may share this information with:

* Controlled affiliates and subsidiaries
* Other vendors working on our behalf - For example, companies we've hired to provide the recruitment technology and to support this recruitment process, or companies to assist in protecting and securing our systems. In such cases, these companies abide by our data privacy and security requirements and they are not allowed to use personal data they receive from us for any other purpose.
* We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

**Your rights: How to Access and Control Your Personal Data**

* You have the right of access and the right to rectify the data concerning you. You can view much of your personal data through this website. You can request a copy of your personal data by contacting the address below.
* You can rectify or correct personal data if you find it is inaccurate or incomplete. Much of the information can be updated by you using this website. If there are other changes that you need to make then you can provide details of changes to the address below. The right of rectification can only apply to factual data processed within the recruitment process. Data related to the screening / selection criteria cannot be rectified after the closing date of submitting applications as this data is used at that time to make decisions and needs to be preserved in that state as evidence in case of challenges to the fairness of the process.

## Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at [How we use your data](http://www.kirklees.gov.uk/privacy)

If you would like further information about this privacy notice, please contact: jobs@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.