

Privacy Notice

**Recruitment Service for:
Defra network including
Committee on Climate Change (CCC),
Natural England (NE) and
Marine Maritime Organisation (MMO)**

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1. INTRODUCTION

The Defra network recruitment services is supported by third party providers and systems. The following document will give the reader an understanding about the information we collect from applicants and why we do so.

2. REGISTRATION INFORMATION

When registering on the system we will ask you for some initial information allowing us to create an applicant account for you.

We will ask for the following information:

- First Name
- Last Name
- Correspondence email

Why do we require this information?

We need your name and correspondence email to enable an individual account to be created, the email address will be used to send you any information generated by the system, e.g. job alerts if you choose to create some.

3. APPLICATION FORM

When you apply for a job we will ask you on our application form to give us your personal data. Below we will explain why we ask for your personal data and will take you through each section of the application form. If you decline to provide the required personal data, this may affect your application.

3.1. Eligibility

In this section, we ask for:

- Application type (e.g. current employee of advertising department, external candidate etc.)

As an employee of this organisation, we ask for:

- Your employment details (i.e. organisation/department, business area)
- Whether you have completed your probation/initial service
- Your surplus and priority mover status
- Whether you are applying on promotion

Why do we require this information?

Data collected in this section against employees of these organisations is used to determine eligibility; individuals that have applied at a stage for which they are not eligible to be considered at will usually be rejected. For employees of accredited organisations only - we need to know if you are surplus or a priority mover to allow you to apply at certain stages of the recruitment process and to make sure that you are given priority over others when applying on level transfer.

3.2. Personal Information

In this section, we ask that you provide:

- Full Name, including surname at birth
- Contact details, including address, phone numbers and emails
- Your nationality details
- Whether you are subject to immigration control and whether there are any restrictions to your continued residence and employment in the UK

Why do we require this information?

We need your name and contact details so that we can speak with you about your application. To fill a role you must usually be a national of the United Kingdom (holder of, or eligible for, a current UK passport), a Commonwealth citizen or a national of the European Economic Area (EEA) which is made up of the Member States of the European Union and the European Free Trade Area. However there are a number of posts called 'Reserved' posts which are only open to UK nationals. If you are subject to immigration control there are restrictions governing your employment and we need this information to process your job application. Details on formal action due to disciplinary, poor performance and attendance will be used to ensure that you are eligible to apply.

3.3. Organisation Specific Details (for Internal Applicants only)

In this section, we ask you to provide:

- Date you entered the organisation
- Employee number
- Substantive Grade
- Current post details

Why do we require this information?

The date you entered the organisation is used to check eligibility. We require your employee number for identification purposes, to keep our records up to date and for linking pension records. We need substantive grade information to enable us to check eligibility. Your current post information is needed, to allow us to gain insight into the skills and experiences you have gained in your current post.

3.4. Employment History (when required)

In these sections, we ask for:

- Details of your current employment
- Details of your employment covering at least the past 3 years
- Your periods of employment breaks within the last 3 years

Why do we require this information?

We require this information so that we can gain some insight into what skills and experience you have gained in your working career and may bring with you to the advertised post. Periods of breaks in employment - we require this information in order to obtain a complete employment history.

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3.5. Competence Questions / Statement (when required)

In this section, we ask you to:

- Describe any experience or knowledge you may have which is relevant to the position you are applying for
- Record the qualities you could bring to the job

Why do we require this information?

Experience and Knowledge makes up part of the overall selection criteria. Here you have the opportunity to include any information which you feel will enhance your application with information about your knowledge and experience which makes you a suitable applicant for the job.

3.6. Upload CV (when required)

In this section, we ask you to upload:

- Your CV

Why do we require this information?

Your CV will be used to enable us to assess your suitability for the advertised role. We support name blind recruitment therefore please do not hold any personal information on your CV e.g. name, age, address details, nationality details, email address etc.

3.7. Previous Experience and Skills (when required)

In this section, we ask that you:

- Confirm whether you have the experience and skills required for the post
- Provide details of the experience and skills that you have

Why do we require this information?

Your data will be used to inform the selection process. Details provided will be used to assess whether you have the required skill set and experience for the advertised post.

3.8. Qualifications / Secondary Education / Higher Education (when required)

In this section, we ask that you:

- Confirm that you have the required qualifications, or equivalents, for the post as stated in the vacancy you are applying for.
- For specialist roles you may be asked to provide information on your secondary, further and higher education qualifications.

Why do we require this information?

Where standard entry criteria are applicable this will have formed part of the job advertisement and we require you, in the application form, to advise us that you have the various qualifications required.

3.9. Licenses (when required)

In this section, we ask you to:

- Confirm that you have the required Licenses and Certificates for the post, as stated in the vacancy you are applying for

Why do we require this information?

This information may be required as part of the selection criteria as stated in the advert.

3.10. Professional Memberships (when required)

In this section, we ask you to:

- Confirm that you have the required Professional Memberships for the post, as stated in the vacancy you are applying for.

Why do we require this information?

This information may be required as part of your qualification for the post and it may also be part of the selection criteria.

3.11. Language Skills (When required)

In this section, we ask you:

- To confirm your proficiency in any languages, which are relevant to the post that you are applying for as stated on the job advert.

Why do we require this information?

This information may be required as part of the selection criteria as stated in the advert.

In this section, we ask you to provide:

Your line managers name and contact details

3.12. Line Managers Details (Internal Applicants Only)

In This section we ask you to provide

- Your line managers name and contact details

3.13. Equality & Diversity

With this section, we are requesting input in the following areas, to ensure that we provide an equal and fair treatment to you throughout the application process:

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Please note this information is **not mandatory** and will not be used to make any decisions on your eligibility for your application. Should you not wish to disclose, please ensure you select the appropriate option within the related questions.

- Gender
- Marital status/Civil Partnership
- Age group
- National Identity
- Ethnic group
- Sexual Orientation
- Religion/Belief
- Working Pattern
- Flexible Working Arrangements
- Caring Responsibilities
- Disability and Guaranteed Interview Scheme (see separate section below)

We collect equality and diversity information to monitor the impact of our selection policies to ensure that they are not having an adverse effect on any particular group. For applicants successful at interview who commence employment, this information may also be used to create an internal HR personal record.

- If you meet the minimum qualifying criteria for the job or grade and you consider yourself to be disabled to let us know if you wish to be invited to a Guaranteed Interview
- Information on where you found out about the job you are applying for

Why do we require this information?

We offer all job applicants who meet the minimum qualifying criteria for the job or grade advertised a guaranteed interview if they meet the definition of disability under the Equality Act 2010 (see above). We are therefore permitted to ask you about your health or disability under the Equality Act 2010 for the purpose of taking positive action in favour of disabled applicants. We collect equality and diversity information to monitor the impact of our selection policies to ensure that they are not having an adverse effect on any particular group. In some circumstances, and only for applicants successful at interview who commence employment, this information may also be used to create an internal HR personal record. We ask you to let us know where you saw the post advertised as this enables us to evaluate the effectiveness of our recruitment advertising strategy.

Special categories of personal data will be processed for lawful purposes including where it is necessary to carry out to carry out obligations and exercise rights in relation to employment law.

3.14. Disability

We ask you to tell us if you consider that you have a disability.

The Equality Act 2010 uses the following definition of disability:

"A person (P) has a disability if: (a) P has a physical or mental impairment; and (b) the impairment has a substantial and long-term adverse effect on P's ability to carry out normal day-to-day activities."

For the purposes of the Equality Act 2010:

The term mental or physical impairment should be given its ordinary meaning. A person is disabled by reference to the **effect** that impairment has on that person's ability to carry out day to day activities.

Substantial and Long-term effects Substantial means something that is considered to be more than minor or trivial. A long-term impairment is defined as one that has:

- lasted, or is likely to last, for at least 12 months;
- where the total period for which it lasts is likely to be at least 12 months; or
- Which is likely to last for the rest of the life of the person affected.

Progressive Conditions

The Equality Act 2010 also refers to progressive conditions, e.g. a condition which is likely to change and develop over time. Where:

- a person has a progressive condition
- **and** as a result of that condition that person has an impairment which has (or had) an effect on his ability to carry out day to day activities,
- **but** the effect is not (or was not) a substantial adverse effect, and is taken to have an impairment which has a substantial adverse effect if the condition is likely to result in that person having such an impairment.

Severe Disfigurements

The Equality Act 2010 also provides that an impairment which consists of a severe disfigurement is to be treated as having a substantial adverse effect on the ability of that person to carry out day-to-day activities. The severe disfigurement must however meet the requirement of being long-term.

Effect of Medical treatment

If the impairment would be likely to have a substantial adverse effect but for the fact that medication and/or other measures are being taken to correct or treat it (e.g. diabetes, epilepsy etc.) then the impairment is to be considered as having that effect even if the impairment is entirely under control. However this does not apply if the sight impairment can be corrected by the use of spectacles, contact lenses or any other prescribed treatment.

Certain Medical Conditions

Cancer, HIV infection and multiple sclerosis are disabilities under the Equality Act 2010. In some circumstances, people who have sight impairment are automatically treated as disabled under Regulation made under the Equality Act 2010. There are some conditions that are not considered as impairments for the purposes of the Equality Act 2010. They are:

- Addiction to or dependency on alcohol, nicotine, or any other substance (other than in consequence of the substance being medically prescribed)
- Hay fever - except where it aggravates the effect of another condition
- Tendency to set fires
- Tendency to steal
- Tendency to physical or sexual abuse of other persons
- Exhibitionism
- Voyeurism
- Disfigurements consisting of a tattoo (which hasn't been removed), non-medical body piercing, something attached through such piercing.

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Why do we require this information?

Under the Equality Act 2010, we can only ask you about your health and whether you have a disability prior to an offer of employment where the information is necessary for particular, specified, purposes. One of the purposes for which we may ask such questions is to monitor diversity in the range of persons applying to work for us. We require this information to allow us to monitor recruitment and manpower trends regarding various groups of personnel, including disabled applicants, in order to comply with our equality and diversity policies and meet our commitments. The information you provide in the questionnaire is confidential and any statistical information derived from this information will be anonymised before publication. Once employed by us, we may also use this data to enable us to provide you with appropriate information relevant to personnel with disabilities or to seek your assistance with various disability projects or initiatives in line with our equality and diversity policies and commitments.

3.15. Additional Requirements

In this section, we ask:

- Whether you need any reasonable adjustments to the interview or other assessment stages, if so, what adjustments you require
- Your preferred location

Why do we require this information?

We require this information to find out whether we need to make reasonable adjustments to enable you to undergo an assessment, such as an interview or assessment, as part of the recruitment process. This is one of the purposes for which we can ask about your health under the Equality Act 2010. When vacancies advertise posts in more than one location we need to know which location you would like to be considered against.

3.16 Criminal convictions

We will only collect information about criminal convictions or allegations of criminal behaviour where it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect information about criminal convictions/allegations as part of the recruitment process or if we are notified of such information directly by you in the course of you working for us. We will use information about criminal convictions/allegations and offences to make decisions regarding suitability for the role, or in relation to possible grievance or disciplinary matters and associated hearings. The processing will usually be on the basis of carrying out legal rights and obligations in connection with employment. Less commonly, we may use information relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public. We have in place an appropriate policy and safeguards which we are required by law to maintain when processing such data.

4. INTERVIEWS

If you are selected for interview, you will be asked to bring the following:

- Proof of identity

Why do we require this information?

We need this information so that we can establish your identity and your rights to work in this organisation. You must bring the original documentation with you to the interview. You should also be aware that, if you are successful at interview, additional documentation will need to be provided to proceed with the required security clearance.

On Boarding Information

In this section, we ask for:

- Date of Birth
- Marital status
- National Insurance Number
- HR departments contact details
- Current pension scheme details

Why do we require this information?

Your date of birth, marital status and national insurance number will be used in the creation of your HR record. Your National Insurance number may also be used to allow for us to check your HMRC PAYE record. The PAYE system can be used in place of reference checks, your tax record is cross referenced against your application to check your employment history. Your HR departments contact details are required to facilitate the completion of pre-employment checks.

Withdrawal (available to applicants at any stage)

In this section, we ask for:

- Reason for your withdrawal

Why do we require this information?

This information is used for management information reasons, the data may be used to enable us to improve the recruitment process.

5. DATA PROTECTION LEGISLATION

When it comes to the information we hold about you, your rights are set out clearly in law. Data Protection legislation, including General Data Protection Regulation (GDPR) provides that people who record and use personal data must be open about how it is used.

5.1. Lawful purpose

Personal data collected as part of the application process, including checks taken before a contract of employment can be entered into, will be processed for the following lawful purposes:

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- The performance of a contract
- Compliance with the employer's legal obligations
- The performance of a task carried out in the public interest; or for official purposes; or in the exercise of a function of the Crown, a Minister of the Crown

5.2. Retention of information

We will retain your application information for as long as necessary for the purpose of the recruitment process, and in line with our retention policy.

5.3. Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

Please contact the specific department you are applying to, using the contact details below, if you want to do any of the following:

- review, verify, correct or request erasure of your personal information,
- object to the processing of your personal data,
- request that we transfer a copy of your personal information to another party,
- ask any questions about this privacy notice,
- ask any questions about how we handle your information.

5.4. Contact and further Information

The following lists the Data Protection Officers and contact details for each department.

Defra

Data Controller

Defra is the Data Controller for applications submitted to DEFRA.

Data Protection Officer

Any questions about how we are using your personal data and your associated rights should be sent to the below contact. The Data Protection Officer responsible for monitoring that Defra is meeting the requirements of the legislation is:

Address: Defra Group Data Protection Officer, Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor, Seacole Block, 2 Marsham Street, London SW1P 4DF Email: DefraGroupDataProtectionOfficer@defra.qsi.gov.uk

Marine Management Organisation (MMO)

Data Controller

MMO is the Data Controller for applications submitted to MMO.

Address: Lancaster House
Hampshire Court
Newcastle upon Tyne
NE4 7YH

Data Protection Officer

Any questions about how we are using your personal data and your associated rights should be sent to the above contact. The Data Protection Officer responsible for monitoring that MMO is meeting the requirements of the legislation is:

Address: Defra Group Data Protection Officer, Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor, Seacole Block, 2 Marsham Street, London SW1P Email: DefraGroupDataProtectionOfficer@defra.qsi.gov.uk

Natural England

Data Controller

Natural England is the Data Controller for applications submitted to Natural England.

Address: Natural England
County Hall, Spetchley Road
Worcester
WR5 2NP

Data Protection Officer

Any questions about how we are using your personal data and your associated rights should be sent to the above contact. The Data Protection Officer responsible for monitoring that Natural England is meeting the requirements of the legislation is:

Address: Defra Group Data Protection Officer, Department for Environment, Food and Rural Affairs, SW Quarter, 2nd floor, Seacole Block, 2 Marsham Street, London SW1P 4DF **Email:** DefraGroupDataProtectionOfficer@defra.gsi.gov.uk

Committee on Climate Change (CCC)

Data Controller

CCC is the Data Controller for applications submitted to CCC.

Address: 7 Holbein Place,
London,
SW1W 8NR

Data Protection Officer

Email: dataprotection@beis.gov.uk

Address: Data Protection Officer,
Department for Business, Energy and Industrial Strategy
1 Victoria Street, London, W1H 0ET

General enquires

Email: Communications@theCCC.gsi.gov.uk

If you have any questions about this privacy notice or how your personal information is handled, please contact the relevant Data Protection Officer.

You can find out more about the current Data Protection legislation, including GDPR at: <https://www.ico.org.uk/> or by writing to: Information Commissioner's Office Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF

5.5. Complaining to the Regulator

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), if you think that we are not handling your data fairly or in accordance with the law. The ICO can be contacted at: <https://ico.org.uk/> or by calling 0303 123 1113.

