



**SSCL Recruitment Service
Implementation
Environment Agency
Data Protection**

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1. INTRODUCTION

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 a 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 to the Environment Agency for a job we will ask you on our application form to give us your personal data. To explain why we ask for your personal data, below we take you through each section of the application form.

Please note, should you decline to provide the required information requested on your application form, your application will not be progressed further.

3.1. Eligibility

In this section, we ask for:

- Application type (e.g. current employee of Environment Agency, 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

Why do we require this information?

Data collected in this section about employees of this organisation is used to determine eligibility;

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

Why do we require this information?

We need your name and contact details so that we can speak with you about your application.

To join The Environment Agency 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.

3.3. 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 make 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.

3.4. 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.

3.5. Supporting Document(s) (when required)

In this section, we ask for:

- You to upload relevant file(s)

Why do we require this information?

There are a range of documents which may be asked for; we therefore cannot detail every possible eventuality in this document. If you would like details on why an organisation is asking for an additional attachment please contact us.

3.6. 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.

3.7. 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.

If you are selected for interview, you will be asked to bring proof of your qualifications with you to the interview.

3.8. 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.

If you are selected for interview, you will be asked to bring proof of your Licenses and Certificates with you to the interview.

3.9. 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.

If you are selected for interview, you will be asked to bring proof of your Professional Memberships with you to the interview.

3.10. 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.

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

- Gender
- Age group
- Ethnic group
- Sexual Orientation
- Religion/Belief

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.

3.11. Disability

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

We are an accredited user of the "Disability Symbol" and 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 below). 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.

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 staffing 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.

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 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 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.

3.12. 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.

4. INTERVIEWS

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

- Proof of identity
- Any work permit information required
- Qualification, memberships and license evidence (if required)

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. This will, however, be returned to you and copies will be retained as part of your applicant record providing you are successful; should you not be successful these will be destroyed.

References (when required)

During interview, we will ask you to provide:

- The name and address of your current employer
- The names and addresses of previous employers in the past 3 years.
- Key contact details for each employer

Qualification, memberships and license evidence will be required to confirm any qualifications stated as mandatory in the job advert.

Why do we require this information?

We ask that you provide us with information so that we can approach your referees to determine your suitability for employment with this organisation

5. FURTHER STAGES

Previous Organisation Employment (when required)

We ask for:

- Information on whether you have previously worked for this organisation
- Information on whether you have received any payment, or are about to receive any payment in the form of a pension, gratuity, short service payment, redundancy compensation or refund of any contributions from this organisation
- Whether you have been previously dismissed from this organisation

Why do we require this information?

Information regarding payment of pension/redundancy information is required in order to notify you of any effects on this payment if you are successful in your application.

We need to know the reason(s) for your dismissal so that we can decide whether you are eligible to apply for another post in this organisation.

6. WITHDRAWAL

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.

7. DATA PROTECTION ACT 1998 - PRINCIPLES

When it comes to the information we hold about you, your rights are set out clearly in law. The Data Protection Act 1998 provides also that people who record and use personal data must be open about how it is used.

7.1. Further Information

You can find out more about the Data Protection Act 1998 at: <http://www.ico.org.uk/> or by writing to:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF