

# Job Applicant Privacy Notice

**Data controller: Chief Constable of Wiltshire Police, London Road, Devizes, Wiltshire SN10 2DN**

**Data protection officer: Keith Lewis, DataProtectionOfficer@wiltshire.pnn.police.uk**

As part of any recruitment process, Wiltshire Police collects and processes personal data relating to job applicants. The Force is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## **What information does the organisation collect?**

The Force collects a range of information about you which include:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the Force needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Force may collect this information in a variety of ways. For example, data might be contained in application forms, on-line recruitment activity, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Force may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Force will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## **Why does the Force process personal data?**

The Force needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Force needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. The Force may also need to process data from job applicants to respond to and defend against legal claims

The Force has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Force to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Force will process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It will also collect information about whether or not applicants are disabled to make

reasonable adjustments for candidates who have a disability. The Force processes such information to carry out its obligations and exercise specific rights in relation to employment.

The Force is obliged to seek information about criminal convictions and offences. Where the Force seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Force may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Force will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by emailing [recruitment@wiltshire.pnn.police.uk](mailto:recruitment@wiltshire.pnn.police.uk)

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Force will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Force will not transfer your data outside the European Union.

### **How does the organisation protect data?**

The Force takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not accidentally lost, destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The OPCC will comply with the relevant parts of the Data Protection and other applicable Legislation relating to security, and seek to comply with the [College of Policing Authorised Professional Practice \(Information Management\)](#). Where the OPCC engages third parties to process personal data on its behalf, they do so on the basis of written instructions, under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the integrity of data.

### **For how long does the Force keep data?**

If your application for employment is unsuccessful, the organisation will hold your application and supporting documents on file for 12 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

## Your rights

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

- access and obtain a copy of your data on request;
- require the Force to change incorrect or incomplete data;
- require the Force to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Force is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact [ForceDisclosureUnit@wiltshire.pnn.police.uk](mailto:ForceDisclosureUnit@wiltshire.pnn.police.uk) for more information.

You also have the right to lodge a complaint in relation to this privacy notice, with the Information Commissioner's Office, which you can do through the website or their telephone helpline (listed below).

If you believe that the organisation has not complied with your data protection rights, you can contact the Information Commissioner.

## How do you contact the Information Commissioner?

The Information Commissioner is the independent authority responsible within the UK for ensuring compliance with data protection legislation. If you have a concern about how Wiltshire Police have used your personal information or you believe you have been adversely affected by our handling of your data you may wish to contact them using the information below:

By Phone: 0303 123 1113 (Their normal opening hours are Monday to Friday between 9am and 5pm)

By Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Website: [www.ico.org.uk](http://www.ico.org.uk)

By Post: Information Commissioners Office  
Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

## What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Force during the recruitment process. However, if you do not provide the information, the Force may not be able to process your application properly or at all.

## Changes and updates to our privacy notice

This privacy notice will be under regular review. This privacy notice was last updated on the 13<sup>th</sup> June 2018.

If we plan to use your personal information for a new purpose we will update our privacy notice accordingly, and communicate any changes before we start the new processing activity.

