

HUMAN RESOURCES RECRUITMENT PRIVACY NOTICE V.1



Exeter
City Council

1. How We Use Your Personal Information

We use your information to provide a Human Resources function to Exeter City Council, its employees & its stakeholders which operates above the minimum parameters of the Employment Rights Act 1996, the Health & Safety at Work 1974 and the Equality Act 2010 whilst also complying with local and national conventions as set out by JCNC (NJC for Senior Managers).

We use your information to ensure that:

- We can provide an effective, fair and legal recruitment process
- We can carry out pre-employment checks where necessary
- We can keep you updated with current job vacancies
- ECC comply with statutory reporting requirements
- That our workforce and anyone joining it feels valued and engaged
- That our workforce and anyone joining it has a mentally and physically safe working environment

2. What We Will Do With Your Personal Information

Your information will be collected, stored and used by the Human Resources Department of Exeter City Council. Your information will also be shared with statutory required organisations where applicable (see 2.1 below). To ensure that we can provide the services as outlined above we will also share some of your information with some non-statutory required third party organisations (see 2.2 below) which include:

- Occupational Health Providers
- Your nominated employment referees
- Exeter City Councils I.T provider STRATA

2.1 Statutory required organisations means organisations that we are legally obliged to pass your information on to i.e. If a DBS check is required we have a statutory duty to pass your personal information on to DBS, if we do not we are breaking the law. Therefore DBS and any other statutory required organisations such as HMRC, Office of National Statistics etc. are not listed in this Privacy Notice.

2.2. Non-statutory required third party organisations are organisations that we are not legally obliged to pass your information on to. However, if we did not share your information with these organisations we would be unable to sustain/provide the services required of us i.e. If we were unable to share your personal information with our Occupational Health Provider, we would not be able to complete the pre-employment checks process and would therefore be unable to confirm an offer of employment

3. How Long Will We Keep Your Information

If you are unsuccessful in obtaining a post we will destroy the recruitment files 6 months after the recruitment process for that post is finalised.

If you are successful in obtaining a post your recruitment files will remain on your employee file for 6 years after the employment termination date.

If you have elected to set up an online recruitment account with Exeter City Council your details will remain on the account for as long as you are active. If an account has not been used over a 12 month period we will permanently delete that account and all of the information contained within it.

When we no longer need to keep your information, we will securely and confidentially dispose of it.

4. Your Rights

You can make a request to access the information we hold about you by making a request to our Data Protection Officer. If at any point you believe the information we hold about you is incorrect you can request to have it corrected or deleted. If you wish to raise a complaint about how we have handled your information you can contact our Data Protection Officer who will investigate the matter.

5. More Information

For more information about how we look after your information or to find out more about your rights, go to www.exeter.gov.uk/DataProtection or contact the Data Protection Officer on 01392 265257.