



## Privacy Notice

### Human Resources and Organisational Development Vale of Glamorgan Council

The Human Resources and OD department at the Vale of Glamorgan Council collects and processes personal data relating to job applicants, employees, workers, volunteers, apprentices and consultants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. This Privacy Notice forms part of the Council's full Privacy Notice which can be found on [www.valeofglamorgan.gov.uk](http://www.valeofglamorgan.gov.uk).

#### **Why does the Vale of Glamorgan Council process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. Processing personal data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. Once employed we will process your data as part of our contract of employment with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts or check registration status with a professional body as a legal requirement.

We may process special categories related to protected characteristics. For example, we may collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. As part of the Public Sector Equality Duty, we are required to process data (such as ethnic origin / sexual orientation) to monitor recruitment and employment statistics. We process such data to carry out our obligations and exercise specific rights in relation to employment.

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

#### **How do we collect your personal data?**

Personal information may be collected by:

- Application form (online / e-mail / hard copy)
- Equalities Monitoring Form
- Bank Details Form
- References requested from previous employer
- Occupational Health Pre-Employment Questionnaire
- HR employment forms (e.g. Managing Attendance at Work)
- Oracle self-service
- Internal Council departments

## **What information do we collect?**

Vale of Glamorgan Council collects a range of information about you. This may include:

- Name, address and contact details, including e-mail address and telephone number, and marital status;
- Details of your qualifications, training, skills, experience and employment history;
- Information about your entitlement to work in the UK and identification documents including passport and information in relation to your immigration status and right to work for us
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments;
- Your bank details and information in relation to your tax status including your national insurance number;
- Information about your current level of remuneration (including details of previous remuneration), including benefit entitlements, current and previous roles and locations, working hours, details of re-grading, pension, and holiday entitlement;
- Medical information relating to Occupational Health department;
- Information relating to disciplinary or grievance investigations and proceedings involving you (whether or not you were the main subject of those proceedings);
- Information relating to your performance, professional development and behaviour at work;
- If you have supplied a contact name and number in case of an emergency, then ensure that the person has given consent for their information to be shared with Vale of Glamorgan Council for this purpose.

We may also collect personal data about you from third parties, such as references supplied by former employers.

Data will be stored in a range of different places, including on your application record, in the Oracle HR/Payroll system and on other IT systems (e.g. including iDev and e-mail).

As part of its employee vetting procedure, the Council has, by virtue of its status as a Registered Body, access, where appropriate, to criminal record information through the Disclosure and Barring Service (DBS). The DBS exists to enable organisations to make safe recruitment decisions. As part of this, the Council will ensure applicants are aware of the DBS Privacy Notice prior to completing an application form. Details are available in the Vale of Glamorgan Council's DBS policy which is available on the Council's Intranet.

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

Your information may be shared with internal departments within Vale of Glamorgan Council. This may be with 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. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary checks, and where necessary, to ensure that all pre-employment checks may take place.

We might also share your personal data with:

- The Auditor General for Wales
- Local Government Pension Scheme or Teachers Pensions (whichever may apply to you)
- Any organisation/body that you have chosen to join via deductions from your salary e.g. Trade Union membership
- HMRC, HM Courts

In addition, we will also make any disclosures required by law and we may also share this information with other bodies responsible for detecting/preventing fraud or auditing/administering public funds to ensure money is targeted and spent in the most appropriate and cost-effective way.

### **How long does Vale of Glamorgan Council keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic) and retained during your employment.

The Council's retention schedule is available to view on the Council's Intranet and the Council's public website.

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **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 organisation to rectify incorrect or incomplete data;
- Require the organisation to delete or stop processing your data, for example, where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data

## **Complaints or Queries**

Vale of Glamorgan Council endeavours to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive seriously. We encourage people to bring to our attention if they believe that our collection or use of information is unfair, misleading or inappropriate.

This privacy notice does not provide exhaustive detail of all aspects of our collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below:

FOI Unit  
Vale of Glamorgan Council  
Civic Offices  
Holton Road  
Barry  
CF63 4RU

E-mail: [FOIunit@valeofglamorgan.gov.uk](mailto:FOIunit@valeofglamorgan.gov.uk)  
Phone: 01446 700111

If you want to make a complaint about the way we have processed your personal information, you can contact the Information Commissioner's Office as the statutory body that oversees data protection law:

### **Information Commissioner's Office - Wales**

Second Floor, Churchill House  
Churchill Way,  
Cardiff  
CF10 2HH

E-mail: [wales@ico.org.uk](mailto:wales@ico.org.uk)  
Phone: 02920 678400