



## **PRIVACY NOTICE FOR RECRUITMENT INFORMATION**

### ***What do we use the information for?***

We use this information as a result of your application for a vacancy to consider entering into a contract of employment or arrangement to undertake casual work with you.

We may also use the data to report on recruitment volumes and workloads, but do not include personal data that would allow the identification of individual applicants in such reports. For example, how many applications were received for vacancies over a given period.

You are under no statutory or contractual obligation to provide data to Ouse and Humber Drainage Board during the recruitment process. However, if you do not provide the information, we are unlikely to be able to consider your application.

### ***What information do we hold and use?***

We collect and process the following personal information relating to job applicants:

- Personal information (such as name, address and contact details including email address and telephone number)
- Details of your qualifications, skills, experience, employment history and references
- Evidence of qualifications and/or professional memberships
- Copy of driving licence
- Whether or not you have a disability or learning difference for which we need to make reasonable adjustments
- Information about your entitlement to work in the UK
- Information about any unspent criminal convictions

### ***On what grounds do we use the information?***

Within the recruitment process, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. We also need to ensure compliance with health and safety obligations.

Ouse and Humber Drainage Board 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 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.

Ouse and Humber Drainage Board may process information supplied by applicants to determine the appropriateness of making any reasonable adjustments for candidates who have a disability. This is to carry out the Board's obligations and exercise specific rights in relation to employment.

### ***Information about criminal convictions***

We will only collect convictions data where it is appropriate given the nature of the role and where the law permits us.

We may process such information to protect yours or someone else's interests and you are not able to give your consent, or we may process such information in cases where you have already made the information public.

We do not anticipate that we will process information about criminal convictions.

### ***Automated decision-making***

Ouse and Humber Drainage Board does not use automated decision-making in the recruitment process.

### ***How do we collect this information?***

Ouse and Humber Drainage Board will collect this information through the application and recruitment process; this may be directly from candidates, via an employment agency or a third party who undertakes background checks.

If you are selected for an interview or the preferred candidate, we may collect personal data about you from third parties such as referees, providers of services to verify documents, right to work in the UK, qualifications, professional registration or restrictions/sanctions on work and the disclosure and barring service.

### ***Who do we share your information with?***

Your information may be shared internally for the purposes of the recruitment exercise. This includes the Board's Senior Managers involved in the recruitment process and administrative staff carrying out tasks supporting senior managers, if access to the data is necessary for the performance of their roles.

For Senior Manager positions, following the shortlisting for interview stage, your information may be shared with a limited number of Board Members nominated to participate in the interview stage of the recruitment process.

We will not share your data with third parties, unless your application is selected for interview or preferred candidate stage. We may then share your data with a third party or a third party service provider within, or outside of, the European Economic Area, including, but not limited to, former employers/those able to comment on your character to obtain references for you, providers of services to confirm the validity of identity documents, right to work in the UK, driving licence validity, qualifications and professional registration.

The list below identifies which activities are carried out by third parties on our behalf:

- Accountancy services
- Payroll providers/administrators
- Pension providers/administrators
- IT Services
- Legal Advisors
- Insurance Providers

Data may be shared with third parties in the following circumstances:

- In relation to maintenance support and/or hosting of data
- To adhere to a legal obligation
- In the process of obtaining advice and help in order to adhere to legal obligations

If data is shared, we expect third parties to adhere and comply with the GDPR and protect any data of yours that they process. We do not permit any third parties to process data for their own reasons. Where they process your data, it is for a specific purpose according to our instructions.

### ***How long do we store it and is it secure?***

Data will be stored electronically in our IT systems, including on restricted network drives on a secure server and email. Hard-copy data will be stored in locked filing cabinets to which only senior managers have access.

In cases of a breach or suspected breach of data security, you will be informed, as will any appropriate regulator, in accordance with our legal obligations.

If your application is unsuccessful, any application information in vacancy job files will be retained for 1 year once the recruitment exercise ends to enable us to consider you for future suitable job vacancies.

At the end of the retention period, we may retain anonymous data to allow monitoring of the recruitment process in terms of volumes of applications etc.

Any unsolicited personal data received, such as speculative applications, will be destroyed by us immediately rather than stored.

If your application for employment is successful, personal data gathered during the recruitment process including your application form, references, copies of documents confirming right to work in the UK and confirmation of the completion of other statutory checks will be transferred to the system we administer for employees.

We have a separate data protection compliance statement (privacy notice) for employees, workers and contractors which will be provided to you when applicable.

### ***What rights do you have?***

We commit to ensure that any data we process is correct and up to date. It is your obligation to make us aware of any changes to your personal information.

In most cases, people who have been involved in a recruitment process will have the following rights:

- **Right to be informed** – this means that we must tell you how we use your data.
- **Right to request access** – you have the right to access the data that we hold on you; to do so, you should make a subject access request.
- **Right to request correction** – if any data we hold about you is incomplete or inaccurate, you are able to require us to correct it.
- **Right to request erasure** – if you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it.
- **Right to object to the inclusion of any information** – in situations where we are relying on a legitimate interest (or those of a third party) you have the right to the way we use your data where we are using it.
- **Right to request the restriction of processing** – you have the right to ask us to stop the processing of data of your personal information. We will stop processing the data (whilst still holding it) until we have ensured that the data is correct.
- **Right to portability** – you may transfer the data that we hold on you for your own purposes.
- **Right to request transfer** – you have the right to request the transfer of your personal information to another party.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact us on 01430 430237 or email [enquiries@ohdb.org.uk](mailto:enquiries@ohdb.org.uk)

### ***Change of purpose for processing data***

We commit to only process your personal information for the purposes for which it was collected, except where we reasonably consider that the reason for processing changes to another reason and that reason is consistent with the original basis for processing. Should we need to process personal information for another reason, we will inform you of this and advise you of the lawful basis upon which we will process it.

**Important note:** We may process your personal information without your knowledge or consent, in compliance with the above grounds (see above section - ***On what grounds do we use the information?***).

In the event that you enter into an employment contract with us, any information already collected may be processed further in accordance with our data protection policy, a copy of which will be provided to you.

### ***Where can I find out more?***

If you want to know more about how we use information, your rights or have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance on 01430 430237 or email: [enquiries@ohdb.org.uk](mailto:enquiries@ohdb.org.uk)

Alternatively, you can contact the Information Commissioner's Office (<https://ico.org.uk/>).