

Privacy Notice for Recruitment at Aylesbury Vale District Council

Aylesbury Vale District Council (AVDC) is the controller for the personal information we use about you. We are committed to protecting your privacy when you use our services.

The law requires us to give you a Privacy Notice which gives you details about how we use and protect your information.

Our contact details are: **The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF. Telephone: 01296 585858**

Our Data Protection Officer is Mr Andy Barton, who can be contacted via our Data Governance Officer Jackie Binning, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495.

Please note that some of the information you provide will be held as part of your registration and other information will form part of your application.

What personal information do we have about you:

- Personal details - name, address, date of birth, email address and telephone numbers.
- Employment history, Curriculum Vitae's (CV) and qualifications and any other personal information you provide.
- Information about your entitlement to work in the UK.

What 'special types' of information do we have about you (if declared)?:

- Racial or ethnic origin
- Medical/health details (Physical or mental health).
- Offences (including alleged offences).
- Criminal proceedings, outcomes and sentences.
- Religious or other beliefs of a similar nature.
- Political affiliation.

If successful we may also collect the following information about you:

- Personal data about you from third parties, such as references supplied by former employers.
- Bank details.
- Emergency contact details.
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We need your information so that we can:

- Process your application in accordance with appropriate legislation
- Contact you regarding your application

We may share your information with:

- Hiring managers – if we feel you maybe suited to another role within the council. Information shared would be contact details (Name and telephone number), applications and CV only.
- Referees – we will seek information from referees only once a job offer to you had been made and will inform you that we are doing so.

Why are we using your information?

We need your information so that we can:

- Provide human resource and organisational development services to AVDC and its employees.
- Deliver this service to you.
- Plan and improve the service.
- Prevent or detect fraud or crime.
- Comply with Health and Safety requirements and provide security and for identification purposes.
- Carry out research - using only anonymised data unless we specifically ask for your consent.

We can use your information because:

AVDC 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.

AVDC may process ethnic and racial origin data to monitor recruitment statistics. If collected for statistical purposes, the information will not identify you and will be deleted. We may also collect information about whether or not an applicant considers they have a disability in order to consider making reasonable adjustments. We process such information to comply with our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, AVDC may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw consent at any time.

If we cannot use your data we will not be able to fulfil our contractual obligations and you could not commence employment with AVDC.

Automated Decision Making

We do not carry out automated decision making.

Retention period

For unsuccessful candidates, information will be kept by the Human Resources department for a six month period and for successful candidates, information will be kept for your whole time of employment with the Council and for six years after

The registration details for unsuccessful candidates will be held for six months or until you remove them (whichever is shorter). For successful candidates, they will remain for the term of your contract with the Council.

Your rights

You have legal rights over your information. For details of those rights, how long we keep your information and how we keep it safe, our main Privacy Notice is can be found [here](#).

If you have any concerns and/or complaints you may write to Jackie Binning, Data Governance Manager, on email jbinning@aylesburyvaledc.gov.uk or telephone 01296 585495, or use the following link - <https://www.aylesburyvaledc.gov.uk/section/comments-compliments-or-complaints>