

Veritau Recruitment Applicants Privacy Notice

This Privacy Notice is designed to help people who are applying for jobs with Veritau to understand how and why we process their personal data. It also informs them of their information rights. This notice should be read in conjunction with the Veritau Corporate Privacy Notice.

Who we are?

The Veritau group consists of Veritau Limited and Veritau North Yorkshire Limited. The companies are owned by a group of local authorities (including North Yorkshire County Council, the City of York Council and four district councils). For personal data relating to recruitment applicants and prospective employees, Veritau is a 'data controller' as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, the personal data is processed. We have a responsibility to our recruitment applicants and their personal data, and will only collect and use this personal data in ways which are compliant with data protection legislation.

The Company has appointed Robert Beane as its **Data Protection Officer (DPO)**. The role of the DPO is to ensure that we are compliant with GDPR, the Data Protection Act 2018 and associated legislation. The Data Protection Officer's contact details are:

Information Governance Office
Veritau
County Hall
Racecourse Lane
Northallerton
DL7 8AL
Email - information.governance@veritau.co.uk
Telephone - 01609 53 2526

What information does Veritau process and why?

We process information about applicants in order to attract and recruit suitable people for job roles within Veritau. We also need to fulfil our obligations under employment legislation. The information we process may include, but is not limited to:

- Personal identifiers (names, addresses, dates of birth, National Insurance numbers etc)
- Other contact information (email addresses and telephone numbers)
- Previous employment history and qualifications (including copies of certificates and employment references)
- Membership details for professional bodies
- Reference details and information provided by referees (including possible attendance and disciplinary information)

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- Information about gender, ethnicity and disabilities (for the purposes of equality monitoring)
- Information about an applicants' right to work in the United Kingdom
- Medical information where it is required to provide support in the workplace and to make reasonable adjustments (obtained as part of pre-employment screening for successful candidates)
- Emergency contact information (for successful candidates)
- Bank account and pension information (for successful candidates)

Personal information is collected directly from applicants and prospective employees (successful candidates) as part of the recruitment process. Information may also be collected from third parties (for example reference information may be obtained from named referees). Veritau also creates information about its prospective employees (for example to prepare contracts of employment and to set up payroll and HR records).

What is the lawful basis Veritau uses for processing data relating to its recruitment applicants and prospective employees?

Veritau processes information relating to recruitment applicants as part of the process to establish a contract of employment. This is in line with Article 6 (1)(b) and Article 9 2(b) of GDPR. We are also required to process some information to fulfil our legal obligations as an employer (for example for equality monitoring purposes and to establish an applicant's right to work in the United Kingdom).

Who has access to information relating to recruitment applicants and prospective employees?

Veritau will process information relating to recruitment applicants and prospective employees in order to establish a contract of employment and to fulfil our obligations as an employer. Information will typically be made available to relevant members of the management team, recruitment panel members and administrative support officers. To avoid possible discrimination, some personal information is redacted from application forms at the short listing stage.

Recruitment testing, occupational health and payroll services for Veritau are provided by North Yorkshire County Council. Personal information will therefore be shared with relevant North Yorkshire County Council HR officers for recruitment testing and pre-employment health screening purposes. Personal information will also be shared with Employment Support Services for payroll processing purposes.

Who else do we share personal data with?

Veritau may also share information about recruitment applicants and prospective employees with the following organisations:

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- North Yorkshire Pension Fund
- The Disclosure and Barring Service to conduct criminal record checks, if applicable

How long is information relating to employees and directors kept for?

Veritau will only keep personal data relating to recruitment applicants and prospective employees for as long as it is required to fulfil a legal obligation or if we have an organisational need to do so. Veritau maintains a document retention and disposal schedule which sets out the period of time information is kept for.

Do we transfer your personal data outside of the European Union?

Generally the personal data that Veritau processes is all held within the United Kingdom. However, some information may be held on computer servers which are located within other European Union countries. We will take all reasonable steps to ensure that personal data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send personal data out of the European Union we will ensure it has extra protection from loss or unauthorised access.

How do we protect personal data?

Veritau is committed to keeping the personal data that it holds safe from loss, corruption or theft. It has a number of measures in place to do this including:

- Training for all employees on how to handle personal data
- Policies and procedures detailing what employees can and cannot do with personal data
- Appropriate IT security safeguards such as firewalls, encryption, and anti-virus software
- Physical security measures to protect documents and electronic equipment.

What rights do you have over your data?

Under data protection legislation, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process the personal data. This notice fulfils this obligation
- to request access to the personal data that we hold, and be provided with a copy of it
- to request that personal data is amended if inaccurate or incomplete
- to request that personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of personal data is restricted
- to object to personal data being processed

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If you are a recruitment applicant or prospective employee and have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO at the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection regulator) about the way in which Veritau has handled your personal data. You can do so by contacting:

**First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF**

Email - casework@ico.gsi.gov.uk

Telephone - 03031 23 1113

www.ico.org.uk

Changes to this privacy statement

We recognise that transparency and data protection are ongoing responsibilities so we will keep this privacy statement under regular review.

This privacy statement was last updated on 8 August 2018.