

## Privacy Notice Employee Services – Recruitment

As the ‘data controller’ for the personal information – or data – we hold about you, **South Ayrshire Council** decides how your personal information is used/processed, and what it is used for.

This statement provides more details about this and provides information on how to get in touch with us if you need to know more.

### Your personal data – what is it?

Personal data is information relating to a living person who can be identified from that data. Identification can be based on the information alone, or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation 2016 (GDPR) and supplemented by the Data Protection Act 2018.

### What Personal Data will we collect from you?

We will only collect the personal information we need to provide you with relevant information, services and support. The personal data we will collect will be dependent on the job you are applying for, and the extent to which you progress through the recruitment process, and includes:

Applying for a job	Taking part in a selection process (interviews etc.)	Being offered the job
<ul style="list-style-type: none"> <li>▪ Name</li> <li>▪ Date of birth</li> <li>▪ Address</li> <li>▪ Email</li> <li>▪ Phone number</li> <li>▪ Job history and references</li> <li>▪ Qualifications/Professional body membership</li> </ul> <p><i>The provision of the undernoted information is entirely voluntary. Its purpose is to assist the Council in ensuring that fair practices are adhered to and that no applicant or employee should be treated less favourably on any ground:</i></p> <ul style="list-style-type: none"> <li>▪ Gender</li> <li>▪ Ethnicity</li> <li>▪ Disability</li> </ul>	<ul style="list-style-type: none"> <li>▪ Criminal conviction confirmation</li> <li>▪ Confirmation of any adjustments/specific requirements to facilitate participation in the selection process</li> </ul>	<ul style="list-style-type: none"> <li>▪ Evidence of qualifications/professional body membership*</li> <li>▪ Evidence of driving licence and related insurance*</li> <li>▪ Evidence of the right to work in the UK</li> <li>▪ Protection of vulnerable group (PVG) membership*</li> <li>▪ Previous employment service history and salary confirmation*</li> <li>▪ Bank details</li> <li>▪ National Insurance number</li> <li>▪ Tax Status confirmation</li> <li>▪ Pre-employment Health checks*</li> <li>▪ Psychometric testing*</li> <li>▪ Emergency contact</li> </ul>

<ul style="list-style-type: none"> <li>▪ Marital status</li> <li>▪ Age</li> <li>▪ Sexual orientation</li> <li>▪ Religion or belief</li> <li>▪ National identity</li> <li>▪ Caring responsibilities</li> </ul>		<p style="text-align: center;">information</p> <p style="text-align: center;"><i>*This information is required dependent upon the job being offered</i></p>
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### **How will we use your information?**

The personal data you provide will be processed by the Council's Employees Services and Organisational Development teams. We will only collect the data we need in order to –

- assess your eligibility and ability to undertake the job you are applying for
- process your job application
- complete relevant and required recruitment checks

### **What is the legal basis for using/sharing your information?**

To comply with, and adhere to, employment law, protection of vulnerable groups, health and safety, home office regulations and equality legislation.

Processing is necessary under the terms of the GDR for the –

- Performance of a task carried out in the public interest or in the exercise of official authority vested in the Council
- For purposes of carrying out obligations and exercising rights of the Council in the field of employment and/or social security
- Necessary for purposes of preventive or occupational medicine, for the assessment of the working capacity of an employee, provision of health or social care or treatment or management of same

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

- Disclosure Scotland
- General Teaching Council (GTC)
- Scottish Social Work Services Council (SSSC)
- NHS Ayrshire & Arran
- The people you have stated in your application that will provide a reference

### **How long do we keep hold of your information?**

We keep your personal data for no longer than reasonably necessary. We will retain your information for 6 months if you apply for a job with us, or you are selected for interview. Only if you are awarded the position will your recruitment information be retained beyond 6 months, as it will then form part of your employee record and a separate Privacy Notice relating to employees will be issued to you.

### **What are your rights?**

The lawful basis for processing/using your personal data directly impacts which rights are available to you. For example, some rights will not apply, in this case we are not required to:

- erase your personal information.
- enable the right to data portability

However, you do have the following rights and can ask us to:

- correct your personal information if it is inaccurate;
- complete your personal information if it is incomplete;
- restrict the processing of your personal information in certain circumstances

You also have the right to object to the processing of your personal information.

### **What are the consequences of failing to provide personal information?**

Where the provision of your information to the Council is a statutory or contractual requirement, or a requirement necessary to enter into a contract, you are obliged to provide the information.

Your application or job offer may be withdrawn where you fail to provide required information.

### **What about Automated Decision- Making?**

The Council does not use profiling or automated decision-making. Some processes are semi-automated (such as data matching for the prevention or detection of fraud), but an actual person will always be involved before any decision is reached affecting any individual.

### **Do you require this statement in a different format?**

Please contact us if you require this information in an alternative format.

### **How can you get in touch with us?**

If you wish to obtain any records held by the Council relating to you, or if you have any general data protection queries, please contact the Council's Data Protection Service at:

Data Protection Officer  
South Ayrshire Council  
County Buildings  
Wellington Square  
Ayr  
KA7 1DR

**Email:** [DataProtection@south-ayrshire.gov.uk](mailto:DataProtection@south-ayrshire.gov.uk)

**Telephone:** 01292 612 223

### **Are you dissatisfied with the way your Personal Information has been handled?**

If you are unhappy with the way we have dealt with your personal information, you can complain to the Council's Data Protection Officer using the contact details noted above.

If you remain dissatisfied after contacting us, you have the right to complain to the Information Commissioner (<https://ico.org.uk/for-the-public/>):

Information Commissioner's Office – Scotland  
45 Melville Street  
Edinburgh  
EH3 7HL

**Email:**  
[Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)