

PRIVACY INFORMATION

HR Recruitment

Your Privacy Information

Please read this in conjunction with the Council's general Privacy Information that can be found here: <http://www.southglos.gov.uk/privacy>

Your Information

This Privacy Information relates to the personal information we have collected from your application for employment with South Gloucestershire Council and we will process it for the purposes of recruitment, contact of employment, payments via HR payroll and pensions.

Where relevant we need the following personal data from you:

- Name and contact details
- Business Activities
- Date of birth
- Financial details
- Employment and education details
- National Insurance details
- Family details
- Licences or Permits held
- Lifestyle and social circumstances

We will also require the following sensitive data:

- Racial or ethnic origin
- Trade union membership
- Physical or mental health details
- Religious or other beliefs of a similar nature

We have made sure we will use your information according to the UK Data Protection laws by establishing the condition of lawful basis of processing as necessary under contract and legal obligation.

Additionally we request you to provide more sensitive data like impairments, medical conditions, and criminal records. The processing of this data is necessary for the purposes of carrying out the obligations of the controller in the field of employment and substantial public interest.

If we cannot use your data we could not fulfil our contractual obligations and you could not commence/continue employment with South Gloucestershire Council.

We may seek your consent when providing additional employment benefits to you.

How we'll use your information

We'll use your information to provide the above service you have requested whilst complying with the established lawful conditions.

We may also use your information for:

- Planning and improving the service
- Preventing or detecting of fraud or crime
- Research – using only anonymised data unless we specifically ask for your consent
- Providing additional employment benefits to you but we will seek your consent for these services

Who we can share your information with

In order to provide the service you required we will share your information with the following:

South Gloucestershire Council and Cordell Health

We may also share your information with others outside of the Council e.g. regulators and other public organisations for the detection and prevention of crime.

How long we'll keep your information

We'll keep your information for as long as you have a relationship with us. We will stop using your data after you leave the authority and your data will be deleted 7 years after we stop using it. However, if you will be providing safeguarding duties during your employment your data will be kept at least until you reach normal retirement age, or for 10 years if that is longer.

We may retain anonymised information about the service we provided to help us improve our services in the future.

Transferring your information overseas

Your information is not transferred and stored in countries outside the UK or the European Economic Area (EEA) for the provision of this service.

Your rights

You have a number of rights relating to your information e.g. to see what we hold, to ask us to share it with another party, ask us to update incorrect or incomplete details, to object to or restrict processing of it or to make a complaint about how we are handling it. If you have given us your permission to use your information you also have the right to withdraw that permission at any time in the future.

If you have any worries or questions about how your personal information is handled please contact our Data Protection Officer at DPO@southglos.gov.uk or write to us at Data Protection Officer, PO Box 1953, The Council Offices, Badminton Road, Bristol, BS37 0DB and we will be pleased to help you.

For independent advice about data protection, privacy and data sharing issues, you can contact the Information Commissioner's Office (ICO) at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

Alternatively, visit ico.org.uk or email casework@ico.org.uk.