

**CYNGOR CYMUNED  
LLANTRISANT  
COMMUNITY COUNCIL**



**Recruitment Privacy Notice**

AUGUST 2018

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## Contact us

If you have any concerns or would like to know more about how the service using your personal information, please contact THE CLERK in one of the following ways:

*By email:* [office@llantrisant-cc.gov.wales](mailto:office@llantrisant-cc.gov.wales)

*By telephone:* 01443 227616

*In writing:* Parish Office, Newbridge Road, Llantrisant. CF728EX

## How we use your personal information for Recruitment purposes

The Community Council is an employer and provides services for local communities and the people who live in them. Undertaking this work means that we must collect, use information and keep records about our workforce and the people who apply for jobs with the Community Council. Because we collect and use personal information about individuals who apply for jobs with us, we must make sure that they know what we intend to do with their information and who it may be shared with.

We have summarised in this privacy notice some of the key ways in which we use your personal information for recruitment purposes.

This information should be read in conjunction with the *Community Council's workforce privacy notice* and the *Community Council's Information & Data Protection Policy*

## Who we are, what we do.

Llantrisant Community Council (the organisation) collects and processes personal data relating to applicants to manage the application, selection and recruitment process in order to recruit suitable candidates to the organisation.

## What and whose personal information we hold?

We hold information about job applicants.

The types of information we hold and process will typically include:

- Your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation if applicable
- Information about your previous remuneration/salary
- Information about your nationality and entitlement to work in the UK
- Information about your criminal record
- Information about medical or health conditions, for example whether you have a disability for which the organisation needs to make reasonable adjustments

## Where does the service get my information from?

The organisation collects this information in a variety of ways. For example, directly from you through your application form and obtained from your passport or other identity documents such as your driving licence. Information may also be collected from third parties such as references supplied by former employers and information from employment background check providers and from criminal record checks permitted by law.

## What we will do with your personal information?

We need to process data to shortlist, select and recruit suitable people to job vacancies and meet our legal obligations. For example, we need contact information to advise you of progress, some jobs may require certain qualifications and experience, or we may need to conduct a criminal record check.

We may also need to process data to ensure we are complying with our legal obligations, for example to check your entitlement to work in the UK.

## What is the legal basis for the use of this information?

The legal basis for our use of your personal information will be to process your personal information to satisfy our legal obligations as an employer and manage the employment contract.

## Does the service share my personal information with any other organisation?

Where applicable, your personal information may also be shared with the following;

- Disclosure and Barring Service – obtaining criminal record checks

## How long will my information be kept?

We will only keep your personal information for as long as we need it, we will not keep your information any longer than is necessary. If your application is successful, your information will be transferred to your personnel file, along with any special category and equality data you have completed.

## Your information, your rights

The General Data Protection Regulation (GDPR) gives you important rights,

*Access to Information:* you have the right to ask the Council if it holds personal information about you, what it uses the information for and to be given a copy of that information.

*Information Correction:* If you believe that the information that the Council is processing incorrect information about you, you can request that it is corrected without undue delay. Similarly, if your information is incomplete you have the right to ask for it to be completed.

*Information Deletion:* Also known as the ‘right to be forgotten’ this right allows you to ask us to delete or remove all or some of your personal information if there is no compelling reason for its continued use.

*Right to Object:* If you believe your personal information is not being processed for the purpose it has been collected for you have the right to object