

Privacy Statement – Job Applicants

Tayside Contracts needs to process personal data relating to job applicants to ensure that we employ the most suitable employees to carry out our work and to ensure that we meet our legal and contractual responsibilities as an employer.

We are committed to protecting the privacy of job applicants and to meeting our data protection obligations. This Privacy Notice explains how we meet those commitments.

What information do we collect about you?

We collect a range of information about you as part of the recruitment process. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- details of your driving licence information including your driving qualifications, driving licence number and any endorsements or disqualifications
- information about your current level of remuneration
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process and to identify whether or not you are eligible under the Guaranteed Interview Scheme
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

We will never collect any unnecessary personal data from you and do not process your information in any way, other than as specified in this notice.

How do we collect this information?

We collect this information in a variety of ways. For example, data may be provided by you in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also require you to complete an Electronic Fair Processing Declaration.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from driving licence checks. We will seek information from third parties during the recruitment process only and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in our HR management systems and on other IT systems (including email).

Why do we process your personal data?

We need to process your data to manage the recruitment process, assess and confirm your suitability for employment and decide whether or not we will offer you the job. These are all necessary for supporting your application to enter into a contract of employment with us.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability and to ensure that candidates applying for a position under the guaranteed interview scheme that meet the essential criteria are invited to interview.

For some roles we are obliged to seek information about criminal convictions and offences. Where we process this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. We will not use this data for any purpose other than the recruitment exercise required for the post that you have applied for.

We also process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, for equality monitoring purposes and trend analysis. Explicit consent is required for this type of data and where consent is granted, you also have the right to withdraw this consent at a later date.

Who has access to your data?

The personal information we hold about you will be shared internally for the purposes of the recruitment exercise and may be accessed, on a need to know basis, by those involved in the recruitment process e.g. members of the HR team, managers involved in the recruitment process, administrative and IT staff.

We will share your data with third parties to assist in the decision making process, prior to making you an offer of employment. This includes sharing your data with former employers to obtain references for you, carrying out relevant employment background checks with Disclosure Scotland and requesting driving licence checks from Driver Hire Group Services Ltd.

We may also share your data with external agencies such as our appointed Occupational Health provider to carry out pre-employment health checks where necessary or to Interpreter or Sign Language service providers if you state that you require assistance during the recruitment/interview process.

Use of data processors

Data processors are third party suppliers who provide a service on our behalf that involves the processing of your personal data. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do so. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

We use the following data processors:

Tay Fusion is a web development company who is responsible for designing and maintaining Tayside Contracts website. They also maintain the database where your personal data is stored during the application process, before being transferred to Tayside Contracts HR system. Tay Fusion is compliant with Data Protection Legislation, a copy of their privacy statement can be found [here](#).

Snowdrop is Tayside Contracts on-premise HR software system and is provided by Sage, the information provided by you on our website is transferred from the application process database into Snowdrop. Sage do not have any access to your personal data.

Driver Hire Group Services Ltd is the data processor we use to perform driving licence checks if driving is a specific requirement of the job you are applying for. Driver Hire Group Services Ltd work under contract with DVLA and under this agreement cannot use any information that they hold for any other purpose other than reporting on driver licence verification. Driver Hire Group Services is compliant with Data Protection Legislation, further information on how they handle your data can be found at: www.dhlicencecheck.co.uk/how-we-handle-your-data.

We will not transfer your data outside the European Economic Area and will ensure the data we hold is kept safe and secure. The physical documents containing your personal data will only be accessed by the necessary employees involved in the recruitment and administration process and will be stored in lockable facilities. The information held electronically will be saved in a database which is protected by strict access permissions, encryption and is bound by the terms of Tayside Contracts IT Security Policy.

If your application for employment is unsuccessful, we will hold your data on file for 6 months from the end of the relevant recruitment process. At the end of that period your data is securely deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your employment. The periods for which your data will be held will be provided to you in our employee privacy notice. We retain anonymised statistical information about applicants to help inform our recruitment activities, but no individuals are identifiable from that data.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Tayside Contracts during the recruitment process. However, if you do not provide the information, we will be unable to progress your application. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

For further information, please contact GDPR@tayside-contracts.co.uk or Novella Tringham on (01382) 834114.