

## PRIVACY NOTICE – HR SERVICES - RECRUITMENT

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### YOUR PERSONAL INFORMATION AND HOW IT WILL BE USED

Under data protection law, the lawful bases we rely on for processing this information are:

- a) Your consent. You are able to remove your consent at any time. You can do this by contacting us using the contact information at the end of this document. (Please note this applies to the equal opportunities monitoring information only)
- b) We have a contractual obligation.

Most of the personal information we process is provided to us directly. We also receive personal information indirectly

WE COLLECT	FROM	FOR
Your Name	You directly	To identify you
Your Address	You directly	To identify you
Your email address	You directly	To contact you in relation to your progress through the recruitment process
Your employment history	You directly	To assess your suitability for the role you have applied for
Your training and qualifications	You directly	To assess your suitability for the role you have applied for
Your registration with professional bodies (where relevant to the role you are applying for)	You directly	To assess your suitability for the role you have applied for
Equal opportunities monitoring information	You directly	Monitoring of the composition of applicants for posts with the council to promote equality of opportunity for all
Criminal convictions (where relevant to the role you are applying for)	You directly	To assess your suitability for the role you have applied for

WE COLLECT	FROM	FOR
References (for preferred candidates only)	The referee(s) you provide as part of your application	To assess your suitability for the role you have applied for
Health screening (for preferred candidates only)	The council's occupational health provider	To assess your suitability for the role you have applied for
PVG check (for preferred candidates for posts that involve working with vulnerable groups only)	Disclosure Scotland	To assess your suitability for the role you have applied for

#### HOW LONG DO WE KEEP YOUR INFORMATION AND WHO WILL WE SHARE IT WITH?

Explain in simple and easy to understand terms what the retention period is. Don't provide a link to the retention schedule as that is not informative.

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
Your Name	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential
Your Address	If your application is successful we will keep your information for a period of 6 years after you leave employment with the council.	This information will not be shared however will be accessible to the supplier of the learning and development software used by

WE COLLECT	WILL BE KEPT FOR	WHO WE WILL SHARE IT WITH AND WHY
	<p>Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	<p>the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential</p>
Your email address	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	<p>This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential</p>
Your employment history	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	<p>This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential</p>
Your training and qualifications	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council.</p>	<p>This information will not be shared however will be accessible to the supplier of the learning and development software used by</p>

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	<p>Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	<p>the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential</p>
<p>Your registration with professional bodies (where relevant to the role you are applying for)</p>	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	<p>This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential</p>
<p>Equal opportunities monitoring information</p>	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application.</p> <p>You can withdraw your consent to the council holding this information at any time. If you do this the information will be deleted with immediate effect.</p>	<p>This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential</p>

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Criminal convictions (where relevant to the role you are applying for)	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential
References (for preferred candidates only)	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential
Health screening (for preferred candidates only)	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential

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PVG check (for preferred candidates only)	<p>If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.</p> <p>If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application</p>	This information will not be shared however will be accessible to the supplier of the learning and development software used by the council. A data sharing agreement is in place with the provider to ensure that this information is only accessed where required to resolve technical issues with the system and is kept confidential

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## YOUR RIGHTS

Under data protection law, you have rights including:

### **Your right of access**

You have the right to ask us for copies of your personal information.

### **Your right to rectification**

You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

### **Your right to erasure**

You have the right to ask us to erase your personal information in limited circumstances.

### **Your right to restriction of processing**

You have the right to ask us to restrict the processing of your personal information in certain circumstances.

### **Your right to object to processing**

You have the the right to object to the processing of your personal information in certain circumstances

### Your right to data portability

You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To make a request contact us using the contact information at the end of this document.

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### PROVIDING ACCURATE INFORMATION

It is important that we hold accurate and up to date information about you in order to assess your suitability for the role you have applied for. If any of your details have changed, or change in the future, please ensure that you tell us as soon as possible so that we can update your records.

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### OUR CONTACT DETAILS

Name:	HR Services
Address:	West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF
Phone number:	01506 282222
Email:	<a href="mailto:recruitment@westlothian.gov.uk">recruitment@westlothian.gov.uk</a>

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### FURTHER INFORMATION

If you have any questions or concerns about how your information is used, please contact us at the address above.

You can also contact:

The Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF, email:

[DataProtectionOfficer@westlothian.gov.uk](mailto:DataProtectionOfficer@westlothian.gov.uk)

More information about data protection and how it applies to you, including how to make a complaint, is available from the Information Commissioner's Office at <https://ico.org.uk/>

**The Information Commissioners address:**

Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire  
SK9 5AF  
Helpline number: 0303 123 1113