

This notice relates to Wakefield Council job applicants only. If you are applying for a job that is advertised on the Council's jobs website on behalf of an external organisation, you should contact them directly if you wish to know how they process job applicant data.



Job Applicant Transparency Notice

Here at Wakefield Council, we take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: dataprotection@wakefield.gov.uk

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Service Manager - HR Service

Telephone 01924 305993

Email: hrdirect@wakefield.gov.uk

c) The Council's Data Protection Officer is the City Solicitor: Contact details:

Telephone: 01924 305211

Email: dpo@wakefield.gov.uk

2. How we use your data:

The Council needs to collect the following information about you:

- your name, address and contact details, including email address and telephone number;
- your qualifications, skills, experience and employment history;
- information about your current level of pay, including benefit entitlements;
- whether or not you have a disability for which the Council needs to make reasonable adjustments during the recruitment process;
- information about your right to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The Council collects this information about you in a number of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Council will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks. The Council will seek information from third parties only once a job offer to you has been made.

We use this information to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

To enable us to provide our service to you we will share your information internally with teams that have a legitimate business need to access your data. These include HR, Business and Transactions, Customer Services, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Council will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The Council will then share your data with former employers to obtain references for you, and the Disclosure and Barring Service to obtain necessary criminal records checks. The Council also needs to protect the public funds we handle so if you are successful with your application we may use the information you provide on your Application Form to prevent and detect fraud. We may also share this information, for the same purpose, with other organisations that handle public funds.

The Council will not use your data for any purpose other than the recruitment exercise for which you have applied

Should you decide not to provide any of the information we request from you the Council may not be able to process your application properly or at all.

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.

3. What authority does the Council have to collect and use this information?

The Council needs 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.

The Council has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Council to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Council may also need to process data from job applicants to respond to and defend against legal claims.

Where the Council relies on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Council processes health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where the Council processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

For some roles, the Council is obliged to seek information about criminal convictions and offences. Where the Council seeks this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

4. How long will we keep your data?

If your application for employment is unsuccessful, the Council will hold your data on file for six months (twelve months for headteacher recruitment) after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new transparency notice.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Erasure

In certain circumstances, you may have the right to request your personal data is erased.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Portability

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

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

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

6. Transfer of data outside the EU

The Council will not transfer your data outside the European Economic Area.

7. Automated decision making

Recruitment processes are not based on automated decision making.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Transparency Notice, then we will provide you with a new Transparency Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.