

Privacy Notice – job applications to Orkney Islands Council

The following statement explains how data is managed for the purposes of recruitment, specifically managing the data received by Orkney Islands Council from job applicants as potential new employees.

Who we are

Orkney Islands Council is a local authority established under the Local Government etc. (Scotland) Act 1994 and having its chief office at Council Offices, School Place, Kirkwall, KW15 1NY. You can contact our data protection officer, Gavin Mitchell, by post at this address, or by email at: corporateservices@orkney.gov.uk or by telephone – 01856 873535. Please do not contact this number/email address in relation to your job application – inquiries about the application process should be made to the contact point listed in the advertisement.

Why do we need your personal information and what do we do with it?

You are giving us your personal information to allow us to effectively manage your application through our recruitment processes and for us to meet our obligations to you as a prospective employer.

Throughout the duration of the recruitment process and the lifetime of any prospective employment relationship with Orkney Islands Council, the information you provide will be used for the following purposes:

- Your name, and contact details, including your home address, telephone numbers and email addresses will be used to identify you and communicate with you as necessary.
- During the recruitment process or at times during your prospective employment information may be gathered to assess your suitability to perform specific roles such as criminal record checks. In addition, information will be gathered to check eligibility to work in the United Kingdom.
- Information in relation to employment history, qualifications, training certification, professional registration/membership and licences (such as a driving licence) may be required in order to validate that you are appropriately qualified to undertake the activities of the post applied for.
- We will ask whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process and to confirm eligibility for the guaranteed job interview scheme
- Successful candidates personal banking details and national insurance number are required in order to process all payments due to you in respect of your employment with Orkney Islands Council.

- Information in respect of your health will be gathered via a pre-employment health check by our Occupational Health Provider. This information is captured to ensure that we comply with our statutory responsibilities.
- During the recruitment process, you may be invited to disclose personal characteristic information as defined in the Equality Act 2010 and other equalities related information. This information is used for statistical monitoring of Orkney Islands Council's applicants and candidates.
- Some posts require prospective employees to undertake Disclosure checks or PVG checks. In addition, overseas criminal records checks may also be required. In these cases, the Council will process information regarding criminal convictions (and any police intelligence regarding suspected criminality included in a PVG check) to assess your suitability for the post in question.
- We will obtain employment references from your previous employers to assist in assessing your suitability for the post. This will include your current/most recent employment. It may also be necessary to obtain academic or character references.

Automated decision-making

Our selection processes include arrangements which automatically exclude applicants where they declare that they do not:

- Possess the appropriate qualification or professional membership required for the role as defined in the person specification;
- Possess a driving licence where this is an essential requirement for the job for which they are applying, or
- Possess a requirement which has been identified as essential in the person specification for the job for which they are applying.

Where an applicant is excluded in these circumstances, they will receive an email advising them this has happened and why.

Legal basis for using your information:

In the case of recruitment, processing your personal information is necessary to take steps to potentially enter into a contract with you. If you do not provide us with the information we have asked for, we will not be able to process your application for employment. Some information needs to be shared with external bodies because the Council is under a legal obligation to do so.

Who do we share your information with?

We are legally obliged to safeguard public funds so details will be checked internally for fraud prevention and verification purposes and may be shared with other public bodies for the same purpose. We are legally obliged to share certain data with other public bodies such as HMRC and will do so where the law requires this; we will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

If you are successful in your application to work for the Council and agree to take up employment with the Authority, then your personal information will be managed according to the Privacy Notice we provide to employees.

How long do we keep your information for?

The Council maintains a records retention and disposal schedule which sets out how long we hold different types of information for. This is available on the council's website at http://www.orkney.gov.uk/Files/Council/Council-Plans/OIC_Retention_Disposal_Schedule.pdf or you can request a hard copy from the contact address previously stated above.

Your rights under data protection law:

These are set out in the Council's publication, Personal Information Your Rights, which is available from the Council's website here: https://www.orkney.gov.uk/Files/Council/Council-Plans/Council-Policies/OIC_Leaflet_Personal_Information_Your_Right_to_Know.pdf or from the contact address above.

Further information about my rights, how to exercise them and how the Council will use my personal information?

This information is available in the Council's general [Privacy Notice](#).

Document control Sheet

Review/Approval History

Date	Name	Position	Version Approved
27 August 2019	Gavin Mitchell	Head of Legal Services	V1.0

Change Record Table

Date	Author	Version	Status	Reason

Status Description

Final - The document is complete and is not expected to change significantly. All changes will be listed in the change record table.