PRIVACY NOTICE – HUMAN RESOURCES

During the course of its recruitment and employment activities, Rochdale Borough Council, on behalf of schools (who purchase LA services) collects, stores and processes personal information about prospective, current and former staff. This Privacy Notice includes applicants, current employees, former employees, workers (including agency, casual and contracted staff), volunteers, trainees and those carrying out work experience.

We collect personal information about these individuals through our recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may also collect additional information from a third party including former employers or other background check agencies such as the Disclosure and Barring Service (DBS).

Why do we need all this information?
We need to collect personal information to allow us to perform our contract with you and to enable us to comply with any legal obligations. In some cases we may use your personal information to pursue legitimate interests of our own or those of a third party, provided your interests and fundamental rights do not override those interests.

What happens if I don't provide information?
If you fail to provide certain information which is requested, we may not be able to perform the contract we have with you (such as paying you), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

What are my rights?
You have a number of legal rights in relation to your personal information. These apply regardless of your employment status with Rochdale Borough Council.

You have a right to be informed about how and why your personal information is being used. We have several process specific privacy notices further to this introduction which will give you specific details about how your personal information will be used in each case.

Please visit our website http://www.rochdale.gov.uk/ for further details on this. Should you have any further queries on the uses of your information, please contact Human Resources HRPrivacyNotice@rochdale.gov.uk

How long will you keep my data for?
We will only retain your personal data for as long as necessary to fulfil the purpose we collect it for, including to satisfy any future legal, accounting or reporting requirements.

Recruitment privacy notice

Last updated: Thursday, 31 May 2018
Please note: the following notice provides additional privacy information to the Rochdale Borough Council privacy notice.

Recruitment to our vacant posts is undertaken through our e-Recruitment system. We manage the recruitment process using the system to attract, screen and select qualified individuals for vacant positions.

What personal information we collect
We collect personal information to make sure that we can carry out our work. The personal information we collect includes:

- Name
- Age and date of birth
- Email address
- Address

- Gender
- Telephone number
- Marital status
- National Insurance number
- Employment details
- Criminal and offending data
- Sexuality
- Religion
- Ethnicity
- Attainment and educational data
- Memberships
- Who we collect personal information about
- When we collect personal information it may be about:
- Applicants
- Referees
- Business owners
- Employees

How we use personal information
We use your personal information to:
- Maintain accounts and records
- Support and manage employees
- Corporate administration
- Provide and manage employment opportunities
- Process applications and appeals

Why we use your personal information
We are allowed to process personal and sensitive data for the following reasons under the General Data Protection Regulation (GDPR) Articles and the Data Protection Act:
- With the consent of the individual
- Where there is legitimate interest

Who we share your personal information with
We collect information from and disclose information to individuals and organisations that can support our work including:
- Courts and tribunals
- Council departments
- Employers
- Partner agencies
- Service providers

When we make an automated decision about your personal information
This service doesn't make any decisions using computers or programmes that don't involve a human being when using your personal information.

How long we keep your personal information
We can keep your personal information gathered as part of this process for a minimum of one year from when your recruitment was finalised, or for as long as is necessary.

When we transfer your personal information beyond the European Economic Area (EEA)
This service doesn't transfer your information outside the EEA.