

Recruitment Information – Data Protection Policy

This document explains how we process and safeguard information we gather and hold associated with staff recruitment, in accordance with the Data Protection Act 1998 (DPA). It also explains how you can obtain a copy of any personal information we may hold about you.

What personal data we hold

You may have visited the recruitment page on our website. If you did so you may have given us information such as your name, address or email for enquiries. If this is the case, the information received will be kept only for the time taken to process your enquiry.

If you applied for a job we will have your application form. We may also have additional information that is gathered in the course of short-listing, testing or interview. We will have extracted information linked to your application for the purposes of monitoring race, sex and disability which is held separately because of its 'sensitive' nature.

If you are a successful candidate we will gather and hold information linked to your references, verification of educational qualifications and a medical questionnaire administered by our Occupational Health Physician.

How we manage your data

All information related to recruitment is kept separately and securely in our Human Resources Unit. Access is strictly controlled and limited only to those who need to see it in the course of their duties.

We hold information concerning unsuccessful candidates for one year. This is to allow for any complaints or disputes. After this time, the paper and electronic records are securely destroyed. We just keep basic anonymised data for monitoring purposes comprising date of birth; postcode; gender; and ethnicity.

We may keep more detailed electronic and paper records about unsuccessful candidates for more than one year if we need it to improve our recruitment processes (eg for test validation). If we do so, the records will be anonymised.

Information about successful candidates is held on their personal file.

Your rights to see the information we hold about you

You are entitled to have a copy of the information we hold about you. This right is the 'right to subject access' under the DPA. You are also entitled to be told where the information came from, what it is used for and if it is disclosed to anyone. There are some specific exceptions as set out in the Act; for example, we are allowed to refuse requests where releasing the information would prejudice the privacy rights of a third party.

How to apply for subject access

You can contact us to request a copy of the information we hold. Requests can be made either in writing or by email to the address used for your job application.

We must be sure that we are releasing information to the right person. So you will be asked to supply information to prove your identity.

Responsibility for your personal data

Nigel Karney, Deputy Chief Executive and Secretary is the 'Data Controller' of the information we hold about you. This means that he holds full responsibility for the security of your data.

The Commission's contractors

From time to time the Commission uses contractors or agencies as part of the recruitment process. They are required to comply with the Commission's policy on data protection.