

Privacy Notice – HR & Recruitment

This notice sets out how Eastleigh Borough Council (EBC) uses and protects any information that you give for the purpose of managing the recruitment process.

Eastleigh Borough Council (EBC) is committed to protecting and respecting the privacy of your personal data. As a registered Data Controller (Reg. no. Z7118863), we comply with the General Data Protection Regulations 2018 (GDPR). Our full privacy notice can be found at www.eastleigh.gov.uk/privacy.

Why do we need your personal information?

The personal data that we hold includes information such as;	Why we use personal information about you
<p>Name, address, contact details</p> <ul style="list-style-type: none"> • NI number • DOB • Signature • Details of education & qualifications • Details of training & skills • Present & previous employment history and experience • Information about and from referees • Medical information • Entitlement to work in the UK • Details of level(s) of remuneration • Ethnicity, gender, disability and other special category information for equal opportunities monitoring • Information about criminal convictions • Personality profiling 	<p>For the purpose of :</p> <ul style="list-style-type: none"> • Managing the recruitment process, assessing and confirming a candidates' suitability and eligibility for employment for the post applied for. • Undertaking pre-employment checks including verifying references, right to work and criminal record checks and professional registration checks (where relevant) • Seeking information from third parties, such as references from a former employer prior to a job offer being made • Equal opportunities monitoring • Responding to and defending against legal claims.
<p>Who we may share your data with includes but not limited to:</p>	<ul style="list-style-type: none"> • HR team • Case Management • Recruiting managers • Occupational Health provider • Disclosure & Barring service • Referees • Online personality profiling portal (Thomas International) • Internal Audit

Lawful basis for using your personal data:	<ul style="list-style-type: none"> • Article 6 (1) (b) – contract • Article 6 (1) (c) - legal obligation - (for checking right to work)
Lawful basis for using your special personal data	<ul style="list-style-type: none"> • Article 9 (2) (b) - employment

Who we might share your information with

Your personal information will be treated as confidential, but it may be shared with other Council services in order to provide services, meet our legal obligations as a Local Authority, ensure our records are accurate and up-to-date and improve the standard of the services we deliver. It may also be shared with external organisations involved in delivering services on our behalf where the Council has a lawful basis to do so. We will only use your information in ways which are permitted by the General Data Protection Regulation and the UK Data Protection law.

- The Council has a duty to protect the public funds it administers and may use the information you have provided or share it with other bodies for the purpose of preventing and detecting fraud. This includes participation in the Cabinet Office [National Fraud Initiative](#).
- We will NOT use your personal data for marketing products or services.

How long we keep your data

We retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purpose of satisfying any legal, accounting or reporting requirements, or to fulfil statutory obligations. Full information regarding retention periods for the different types of data can be found on our website in our [retention and disposal](#) schedule.

If your application for employment is unsuccessful, the council will hold your data on file for six months after the end of the relevant recruitment process, provided you give your consent to this. At the end of that period, or if you withdraw your consent, your data is securely 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 privacy notice.

Data Protection Officer

If you wish to ask us anything about data protection, ask for a copy of your data or you have a complaint about how we have used or looked after your data, you can contact our Data Protection Officer at:

Data Protection Officer
Eastleigh Borough Council
Eastleigh House
Upper Market Street
Eastleigh SO50 9YN

Email: DP@eastleigh.gov.uk

For more information on Data Protection in general, or if you wish to make a complaint relating to how your personal data has been used, please contact:

The Office of the Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AX

Website: www.ico.org.uk

Email: casework@ico.org.uk