

Service Area and contact details

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| Service Area: | People & Business Change |
| Contact Details: | jobs@newport.gov.uk |
| Privacy Notice Name: | Applying for a job |

Source and categories of information being processed

This section is only relevant if personal data has been obtained from a source other than the data subject.

Newport City Council has obtained the following categories of your personal data:

Not applicable as you have provided/will provide the data.

We have obtained your information from:

Not applicable as you have provided/will provide the data.

Purpose and legal basis for using your information

Here, we will explain the reason why we have collected the personal data and the reasons for processing.

Our legal basis for processing your information:

We have your consent to process personal data

Provide further details about our statutory/legal obligation where applicable:

We need to process your data to help us with our recruitment process. At this point, we will only collect data that is essential including:

- Your name, address and contact details including email and telephone number
- Details of your qualifications, skills, experience and employment history including start and end dates with previous employers and/or the Council
- national insurance number
- Information about your nationality and entitlement to work in the UK
- Information about your criminal records (if subject to a DBS check)
- Information about whether or not you have a disability for which we need to make reasonable adjustment
- Equal opportunities monitoring information including details of gender, ethnic origin, sexual orientation and religion or belief.

We will collect this information through our application form and our interview process. In some cases, we may collect personal data about you from third parties such as references provided by former employers and information from the Disclosure and Barring Service permitted by law as part of the recruitment process.

Data will be stored in a range of different places including your electronic personnel file, our HR/payroll system and other IT systems.

The right to withdraw consent

If we are relying on your consent to process your data, you have the right to withdraw your consent to this processing at any point. To do so, please contact the person named at the top of this privacy notice.

(Only relevant to consent based processing)

You must provide us with the information we need to deliver the service, if there is either:

- a) A contractual obligation to do so, or
- b) A statutory obligation to do so.

(Only relevant if the lawful basis for processing is the performance of a contract or Public duty/task obligation)

The consequences of not providing the information are as follows:

If you do not provide the required personal data, we may be unable to consider your application. For instance, we will need your name and contact details to keep in touch with you and your knowledge, skills and qualifications to decide if you meet the criteria for the job.

Special Category Data

(Only relevant if special category data is being processed)

Sometimes we process special category which is afforded more protection under the Data Protection Act. This is because special category data is deemed to be more sensitive. If we are processing your special category data then we need to establish a further lawful basis for processing, and we have highlighted this below:

We have your explicit consent

Special categories of personal data include:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- health
- sex life or sexual orientation
- genetics and biometric data

Where we process other special categories of personal data such as ethnic origin, sexual orientation or religion, this is done for the purposes of equal opportunities monitoring. This data is anonymised for this purpose and is collected with your express consent which can be withdrawn at any time. You are entirely free to decide whether or not to provide such data and there will be no consequences in failing to do so.

Special categories will also include data on criminal convictions and offences as well as criminal allegations and proceedings if required by virtue of the Rehabilitation of Offenders Act 1974, the Childrens' Act 1989 and the Police Act 1997 if the post you hold will result in you having contact with children, the elderly, sick or disabled.

Automatic decision making/profiling

(Only relevant if we are making an automated decision on a data subject)

Sometimes we use computers or technology to help us make decisions about the service we offer you. Below are the details of what decision making or profiling systems we have used, and how the decision was made:

Not applicable as we do not use automated decision making in relation to our recruitment processes.

Who will have access to your personal information?

Newport City Council is the data controller and the Data Protection Officer is:

The Digital Services Officer

Email: information.management@newport.gov.uk

Tel: 01633 656656

Other data controllers may also be responsible for your information, depending on the specific circumstances. Please contact the service area for further information.

The main users of your personal information are:

Human resources employees.

We may share your information within Newport City Council:

Your data will be shared with the appointing manager and the appointing panel who will assess your application for shortlisting.

We may share your information with other external organisations:

We will not need to share your data with external organisations during the recruitment process. If you are successful in obtaining a job with the Council, we will provide details of the external organisations that we have a statutory obligation to share your data with.

Sometimes we use the specialist help of other organisations/companies to process your data on our behalf. These companies are known as 'data processors'. In processing your data, we use the following data processors:

Not applicable as we do not use external companies to process your data on our behalf.

Details of any international transfers of your personal information:
(if applicable)

Not applicable as we do not transfer your data internationally.

Requests for information

All recorded information held by Newport City Council may be subject to requests under the Freedom of Information Act 2000, Environmental Information Regulations 2004 and the Data Protection Act.

If you would like to request a copy of the personal information that we hold about you, you can request to have a copy of our **Personal Information Request Form** here:

[Information.management@newport.gov.uk](mailto:information.management@newport.gov.uk)

If you would like to submit a Freedom of Information Request/Environmental Information request to us, you can submit your request to us here:

www.newport.gov.uk/FOI

Your Rights

The Data Protection Act gives you a number of rights. Please note that not all of your rights are absolute and we will need to consider your request upon receipt. You have the right to request:

- a) to have you data rectified if it is inaccurate or incomplete;
- b) to have your data erased;
- c) to restrict the processing of your data;
- d) to exercise your right to data portability;
- e) to object to the processing for the purposes of direct marketing, profiling and automated decision making.

In all instances, please submit your request to:

information.management@newport.gov.uk

Complaints Procedure

If you are unhappy with the way Newport City Council is using your data, you have the right to complain to us. If you would like to do this, please contact us by sending an e-mail to this address;

Information.management@newport.gov.uk

If you are not content with the subsequent outcome of your complaint, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted the Councils complaints procedure. The Information Commissioner can be contacted at:

The Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire
SK9 5AF.

How long will we retain your information?

Details of retention period

We will only hold your personal details in relation to applying for a job for 12 months. Every time you apply for a job with the Council, we will extend the retention period for 12 months. If you are successful in obtaining a job with the Council, we will provide details of the retention periods that apply to your personal data under our contract of employment.