

Privacy notice for job applicants

In order to process your job application Brighton & Hove City Council collects, stores and processes your personal information.

This privacy notice explains what information we collect from you, and what we do with it.

This privacy notice does not apply to partnership vacancies, where the employer is someone other than Brighton & Hove City Council. That recruiting council will be able to let you know what privacy arrangements they have in place.

Brighton & Hove City Council takes data protection seriously. Please be assured that your information will be used appropriately in line with data protection legislation; will be stored securely and will not be processed unless the requirements for fair and lawful processing can be met.

What information is being processed?

Brighton & Hove City Council collects the following information as part of the recruitment process. If you go on to work with Brighton & Hove City Council, this information will also be added to your personnel file (see Privacy Notice – Employment Records).

- Contact details including email address, phone number, and home address.
- Details of your employment and training history.
- Education history and qualifications.
- Any information you supply about how you meet the essential/desirable criteria for a role.
- Declarations about any disciplinary action, resignation in the face of dismissal, disqualifications or unspent convictions.
- Equal opportunities monitoring data.
- Details of your referees.

Brighton & Hove City Council collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Brighton & Hove City Council will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Brighton & Hove City Council process personal data?

Brighton & Hove City Council needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the council needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The council has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the council to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

The council may also need to process data from job applicants to respond to and defend against legal claims.

Where the council relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The council processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the council processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done to:

- Generate statistical equal opportunities information about our workforce. Brighton & Hove City Council has a statutory duty to collect this information and it will assist in ensuring fairness of treatment in appointment decisions, as statistical monitoring will show whether minority groups are being treated equitably.
- Generate statistical information about our workforce for workforce planning purposes, and in order to respond to Freedom of Information requests from the public. All information used in this way is anonymised, and does not identify specific individuals.

For some roles, the council is obliged to seek information about criminal convictions and offences. Where the council seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The council will not use your data for any purpose other than the recruitment exercise for which you have applied and will enable the council to administer your contract of employment if you go on to work for us.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff.

The council will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The council will then share your data with referees to obtain background checks, and the Disclosure and Barring Service to criminal records checks if applicable to the role applied for.

In exceptional circumstances, we may share your information for the purposes of detection and prevention of crime or fraud.

The council will not transfer your data outside the European Economic Area.

How does the council protect data?

Brighton & Hove City Council takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Further information including the council's Data Protection Act Policy and full privacy statement, please see [Data Protection](#)

How long your information will be stored for

For unsuccessful applications, information provided as part of the recruitment process will be retained for a minimum of twelve months, and as long as your account remains active – we automatically close accounts (and delete content) after 12 months of inactivity.

Unless an exemption applies, you have the right to request deletion of your data – please see [Data Protection Subject Access Requests](#).

In the event you go on to work for us, recruitment information will be transferred to your personnel file and retained during your employment.

Your rights

Under data protection legislation, you have the right:

- To be informed why, where and how we use your information.
- To ask for access to your information.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it.
- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
- To object to how your information is used.

Please visit [Data Subject Rights](#) for further details on this. Should you have any further queries on the uses of your information, please speak to the Human Resources team or email data.protection@brighton-hove.gov.uk

Should you wish to lodge a complaint about the use of your information, please contact our Human Resources Department.

If you are still unhappy with the outcome of your enquiry you can write to: The Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF - Telephone: 01625 545700.

The Council is the data controller for purposes of the Data Protection Act (1998) and EU General Data Protection Regulation as of May 2018 and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number **Z5840053**.