

## **Candidate Privacy Notice**

### **LONDON BOROUGH OF CAMDEN CANDIDATE PRIVACY STATEMENT**

The London Borough of Camden is the “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You have been provided with this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used and how long it will usually be retained for.

### **INFORMATION WE HOLD ABOUT YOU**

In connection with your application for work with us, we will collect, store, and use personal information about you. This will include:

- The information you have provided to us in your application form, and other supporting documents. This will include: your name, title, address, telephone number(s), personal email address(es), date of birth, gender, employment history, qualifications, training statements in support of your application and any declarations
- Any information you provide to us during an interview or part of your selection such as tests
- Copies of your identification including passport, driving licence and if applicable your right to work

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religious or philosophical beliefs and sexual life or sexual orientation.
- Information about criminal convictions and offences where necessary.

### **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about candidates from the following sources:

- You.
- Recruitment Agencies under contract with Matrix SCM from which we collect the following categories of data from approved recruitment agencies: name, title, address, telephone number(s), personal email address(es), date of birth, gender, employment history, qualifications, and training and any statements and declarations made by you in support of your application
- Recruitment agencies not part of Matrix SCM, for which we collect the following categories of data from approved recruitment agencies: name, title, address, telephone number(s), personal email address(es), date of birth, gender, employment history, qualifications, and training and any statements and declarations made by you in support of your application
- Disclosure and Barring Service, in appropriate cases, from which we collect the following categories of data: criminal convictions or cautions.
- Occupational Health Provider from which we collect the following data: any recommended reasonable adjustment(s) following a declaration of disability or medical condition, after you have been provided with a conditional offer of employment.
- Your named referees, from whom we collect the following categories of data: confirmation of your job history and salary, your performance in your most recent role, questions on your conduct, absence and general suitability for the role you are apply for.

- External organisations providing selection tests and exercises.

## **HOW WE WILL USE INFORMATION ABOUT YOU AND THE LEGAL BASIS**

We will use your data under the following legal bases:

- to perform our contract with you [\*] (article 6(1)(b)),
- to enable us to comply with legal obligations [\*\*] (article 6(1)(c))
- to pursue legitimate interests of our own or those of third parties [\*\*\*] (article 6(1)(f)) provided your interests and fundamental rights do not override those interests
- in one specific circumstance, by consent [\*\*\*\*]

We will use the personal information we collect about you for the following purposes:

- Assess your skills, qualifications, and suitability for the role [\*] [\*\*]
- Carry out background and reference checks, where applicable [\*] [\*\*]
- Communicate with you about the recruitment process [\*] [\*\*]
- Keep records related to our hiring processes. [\*] [\*\*] [\*\*\*]
- In some cases, we may need to process information to comply with legal or regulatory requirements. This may include right to work checks and/or overseas police checks [\*\*]
  - to decide whether to enter into a contract of employment with you or with your recruitment agency.[\*]
  - If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you and ask your consent to retain your personal information for a fixed period on that basis [\*\*\*\*]

We will use your sensitive personal information under the following legal bases:

- Article 9(b) Employment, social security and social protection (if authorised by law) with the Data Protection Act 2018 (DPA18) condition being paragraph 1 of part 1 schedule 1 [~]
- article 9(g) (g) Reasons of substantial public interest (with a basis in law) with the Data Protection Act 2018 (DPA18) condition being paragraphs 6 and 8 of Part 2 schedule 1 [~~]
- We will use your sensitive personal information in the following ways:
  - We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview. [~][~-]
  - We will use information about your race or national or ethnic origin, religious and sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. [~-]
  - We will use information about any other requests for reasonable adjustments as part of your recruitment process. [~][~-]

## **AUTOMATED DECISION-MAKING**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **DATA SHARING**

We will share your personal information with third parties where necessary such as the Home Office, HMRC or DWP for the purposes of checking your right to work and other

regulatory requirements. The data is also shared with Oracle who provide the HR system.

We will only disclose your information to other third parties for the prevention and detection of fraud or other crimes, or if there is a legal requirement or power to do so, and it is necessary to do so.

All our third-party service providers are required to take appropriate security measures to protect your personal information and cannot use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions. Third party service providers include:

- Matrix SCM (Agency worker portal)
- First Advantage (Disclosure and Barring Service – DBS checking service)
- Reference Expert (online referencing portal)
- Appointed Recruitment Agencies

### **TRANSFERS OUT OF THE UK and DATA SECURITY**

Oracle process data in the EEA, which is deemed acceptable under UK GDPR. We will not transfer your personal data outside of the EEA.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, only those who have a need to know can access data on systems.

### **DATA RETENTION - How long will you use my information for?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal data, unless you have consented for us to keep longer in case of a new vacancy as explained above. We retain anonymised data relating to protected characteristics as part of our commitment to monitoring fair and inclusive recruitment.

### **THE DATA PROTECTION OFFICER AND YOUR RIGHTS**

The council's Data Protection officer is Andrew Maughan Borough Solicitor, [DPO@camden.gov.uk](mailto:DPO@camden.gov.uk).

You have some data protection rights under UK GDPR, information is available [here](#)