

## Privacy Notice

### **Why we collect and use your information:**

Gloucestershire County Council is the data controller for the personal information we collect for you. The council will collect and use your personal information in order to find you employment with an appropriate care employer as part of the council's public task during this COVID-19 outbreak, and in accordance with our statutory duties under the Care Act 2014. We will also review the information provided for statistical purposes and to gain intelligence regarding the adult social care workforce.

In some cases, the council needs to process data to ensure that it is complying with legal obligations. For example, it is required to check an employee's entitlement to work in the UK. It is also necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role in question.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes).

Where the council processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring.

### **The information we collect from you:**

Gloucestershire County Council will collect only the personal information we need to perform our functions. We will collect the following information:

- your name, photograph, address and contact details, including email address and telephone number, date of birth and gender;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the council;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work;
- details of periods of leave taken by you, including holiday, sickness absence, family leave and sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, training you have participated in, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which need reasonable adjustments;
- details of equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The council collects this information in a variety of ways. For example, data is collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of employment from correspondence with you; or through interviews, meetings or other assessments.

In some cases, the council collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

Data is stored in a range of different places, including online applicant tracking systems and other IT systems subject to data protection policies.

#### **How we will use the information about you:**

The council takes the security of your data seriously. The council has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by those related to the recruitment process.

Where the council engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

Once information is passed across to third party employers they will utilise their own information security/privacy policies to ensure your data is kept safe and secure.

#### **How long we will keep your information for:**

In most cases, we will keep your information for 6 months after the recruitment process has ended. We will not store the information for longer than this period, under the GDPR guidelines, unless there is a legal reason for us to keep it longer, such as if legislation requires us to.

Once information is passed across to third party employers they will utilise their own information security policies, and retention periods inline with GDPR guidelines.

#### **Who we share information with:**

The council shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. The council will also share your data with third parties employers to send out contractual agreements etc. In those circumstances the data will be subject to confidentiality arrangements.

### **Your Rights under the Data Protection Act 2018:**

#### **Access to your information:**

You have the right to request a copy of the information we hold about you. If you would like a copy of some or all of your personal information, please visit our website using the below link:

<http://www.gloucestershire.gov.uk/council-and-democracy/data-protection/requesting-access-to-your-personal-information/>

### **Correction of inaccurate information:**

You have the right to request that the council correct information that you believe is inaccurate or incomplete. You may not always be able to change the information. However, we will correct factual inaccuracies and may include your comments in the records.

### **The right to be forgotten (erasure):**

You have the right to request that the council delete your information when there is no compelling reason for us to continue using it. Please be aware that in certain situations we are allowed to keep and use your information, even when you request that it should be erased.

### **The right to object:**

You have the right to object to us using your information if you feel we have used it outside the remit of our public tasks or when you have received marketing from us. Please be aware that in certain situations we are allowed to still use your information if there are compelling legitimate grounds to do so.

### **Using your rights:**

If you wish to use any of these rights, please contact us using one of the methods below:



#### **Online:**

<https://www.gloucestershire.gov.uk/council-and-democracy/data-protection/your-information-rights/>



#### **In Writing:**

Information Management Service  
Gloucestershire County Council  
First Floor, Block 4(a)  
Shire Hall, Westgate Street  
Gloucester  
GL1 2TG



#### **Email:**

[Managemyrequests@gloucestershire.gov.uk](mailto:Managemyrequests@gloucestershire.gov.uk)

### **How to contact us:**



#### **By Email**

[ptc@gloucestershire.gov.uk](mailto:ptc@gloucestershire.gov.uk)



#### **By telephone**

01452 324310

You can contact the council's Data Protection Officer, via information Management Service, by emailing [dpo@gloucestershire.gov.uk](mailto:dpo@gloucestershire.gov.uk) or by calling 01452 324000.

### **Making a complaint to the Information Commissioner**

If you wish to make a complaint about how we use your personal data to the Information Commissioner's Office, you can contact them by visiting their website at <https://ico.org.uk/> or by calling 0303 123 1113.