

# Westminster City Council

## External Recruitment Privacy Notice Guidance

The information on this page explains how Westminster City Council use your personal information when you apply for a job with us. It also describes how long that information is kept for and the circumstances in which we might disclose it to a third party. This guidance should be read alongside the Job Applicant Privacy Notice.

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The 'privacy notice', forms part of the online application process for external job applicants.

Personal details we hold

The personal information we hold includes:

- Name, address, date of birth, telephone number, email address, gender
- Employment history, other relevant experience, achievements, skills and qualifications
- Equalities monitoring information (if provided)
- The outcome and results of any interviews or tests which form part of the recruitment process
- Employment references and the results of any pre-employment screening
- Any other additional information provided by you in the context of the recruitment and selection process (e.g. a completed health questionnaire, proof of your right to work in the UK, etc.)
- The information you submit when making an online application. The online application service is provided to us by a 3<sup>rd</sup> party called e-Recruiter. E-Recruiter will hold information that you submit when clicking the 'apply now' button and the Council will have access to it.

## How we use personal information

The Council and the companies that process recruitment related information on its behalf, will use your personal information to:

- Evaluate your application and assess your suitability for the role in question
- Make a decision about whether you should be selected for interview and appointment
- Conduct relevant pre-employment screening (e.g. carry out credit reference and criminal record checks; verify your address, academic qualifications and work experience)
- Review and audit the recruitment process and its outcomes
- Carry out equalities monitoring activities

Your information will only be accessed and processed by authorised personnel (ie recruiting line managers, HR professionals and occupational health professionals) who are directly involved in the management and administration of the recruitment process and have a legitimate need to access your personal information.

## Length of time we keep information

If your application for employment is successful, the Council will then use your personal information to manage and administer its employment relationship with you. If your application is unsuccessful, the Council will retain your personal information for up to 12 months from the date on which the relevant recruitment campaign is closed.

## Keeping personal information secure

The Council takes the privacy of job applicants very seriously and has a range of robust policies, processes and technical measures in place to safeguard their personal information.

Access to systems that hold recruitment related information is restricted to authorised personnel through the use of unique identifiers and passwords. Your information is stored on systems that are protected by secure network architectures and are backed-up on a regular basis (to a second secure location) for disaster recovery and business continuity purposes; and to avoid the risk of inadvertent erasure or destruction.

## Sharing personal information

The Council has contracts with a number of third party service providers, who provide the administration and 'back office' services that ensure the efficient day-to-day operation of our recruitment and selection process. These third parties will process applicant information in accordance with the Council's instructions and make decisions regarding the information as part of the delivery of their services; they are

also required to put in place appropriate security measures that ensure an adequate level of protection for personal information.

In some circumstances, disclosures of applicant personal information to the police (and other law enforcement agencies) are permitted by the Data Protection Act 1998, if they are necessary for the prevention or detection of crime and/or the apprehension or prosecution of offenders. Each police request to The Council is dealt with on a strictly case by case basis to ensure that any such disclosure is lawful and proportionate.

The Council may also disclose applicant information to other third parties in order to defend The Council's legal rights, or in an emergency where the health or personal security of an applicant is at risk.

### Overseas processing

The Council and its service providers do not currently process any applicant personal information outside of the UK.

### How to access personal information

For more information about how to access your personal information please refer to the Job Applicant Privacy Notice