

## **Privacy Notice for EasyWeb ATS**

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you whilst you are an employee or after you have left the Council.

### **What information do we collect about you?**

We collect personal information you are required to provide to us for employer functions, and personal information you agree to share with us voluntarily. We collect information when you apply to work at the Council. We collect most of this information as a lawful process because it is required by employment law (Art 6(1) (c) of General Data Protection Regulation). Some of the information you choose to share with us voluntarily is lawfully processed because you have given your consent [Art 6(1) (a)GDPR].

When you complete a form to provide us with information, we will tell you the consequences of failing to provide accurate information on the form. When you agree to share information voluntarily we will ask you to give your consent to allow us to use your information.

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

We will use the information to process your job application and for Human Resource purposes. We will ensure that all personal information is kept securely.

We may share your information with individuals that you have provided as a referee. We will ask you for permission to contact your referees for a reference in the application form. If you are successful, we will contact the referees at verbal offer stage if you have given your consent. Otherwise we will seek permission from you at the written offer stage before contacting the referees.

We will not share the personal information with any external organisation. We may be required to share your personal information with the Police, Internal Audit or a similar agency, or another Council for the purposes of preventing and detecting fraud.

If you're providing us with special category personal information (such as details about your health), we will be processing this under Art. 9(2) GDPR. If you're providing us with criminal conviction personal information, we will be processing this under Art.10 GDPR.

### **How long will we keep this information?**

If you successfully apply to work at St Albans City & District Council, we will hold your application information during the course of your employment. We will securely destroy the information once we no longer need it, which is 6 years after your last day of employment. If you are unsuccessful, we will destroy your application information after 12 months in accordance with our Disposal Schedules.

### **Your Rights**

The General Data Protection Regulations give you specific rights to control your data. The extent to which these rights will apply to you depends upon the reasons we are processing your data:

<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/Individual%20Rights%20GDPR%20Website%20Notice.pdf>

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request. If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected.

If you would like us to provide a copy of your information, or some of your information, to another organisation you have a right to ask us to transfer a copy. This relates to information you have provided to us that we store electronically.

In some circumstances you can ask us to stop processing your personal information, either completely, or while we consider a correction you have asked for. We may have a good reason for processing your data so we may not be able to delete our records of you. If we cannot comply with your request we will explain why.

## **Equality Data**

Under the Equality Act we are required to monitor and report on workforce data and we use this information for that purpose. It helps us to understand our workforce and encourage diversity. The information you provide about your ethnicity; disability; gender; sexual orientation or religion is special category data. This means we have additional responsibilities when we process this information.

We are required to carry out monitoring and publish this data annually. You are **not** required to provide this information. If you choose to provide this information we will only use it in an anonymised form.

You and the HR Team will be able to view this information. It cannot be accessed by anyone else in the organisation.

## **Changes to our Data Protection Policy**

We have a Data Protection Policy in place and this can be found here:  
<https://www.stalbans.gov.uk/sites/default/files/documents/publications/privacy-notice/GDPR%20Personal%20Data%20Policy.pdf>

## **Cookies**

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit: <https://www.stalbans.gov.uk/cookies>

## **Data Protection Officer**

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 866100.

## **How to contact us**

Please contact us if you have any questions about our Data Protection Policy or information we hold about you: By emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

## **Complaints**

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.

## **Consent**

By completing the application form you are giving consent for us to process your personal information for the purposes outlined in the privacy notice with the form.

You have a right to withdraw your consent at any time by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling the Council on 01727 866100 and speaking to HR. If you withdraw consent we will not be able to process your application

By ticking the box to say you have read the Policy you are agreeing to give consent for us to use my personal information as set out above.

