

## **West Suffolk Council Privacy Notice - Human Resources**

Human Resources is a service of West Suffolk Council. This Privacy Notice explains how we use any personal information we ask you for when completing your application form.

### **General Data Protection Regulation**

Any personal information we capture about you is processed under the terms of General Data Protection Regulation (GDPR) and the Council's Data Protection Policy (available on request).

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

The data will include, but is not limited to, name, address, date of birth, email and telephone contact details, employment status/history and qualifications. Data classified as 'special category data' is collected such as ethnicity, disability, health, sexual orientation and gender. We require explicit consent from you to process special category data. This is why when you apply for a vacancy we ask you to sign your application form.

### **Why do you collect this personal and special category data and how do you use it?**

You are applying for a job with the Council and under Article 6 (Contract) and Article 9 (Processing of special categories of personal data) we require the information to assess your application for the shortlisting process. The information you provide will only be used for these purposes and we will only contact you should we require further information about your application. All of your information will be processed in accordance with GDPR and will only be used by us to deliver or improve this service. We will not disclose any personal information to any other third parties unless required to do so by law.

### **How long is my data stored?**

We are required to store your data for one year after the vacancy you have applied for closes. After this time your data will be destroyed.

### **Can I access the information you hold about me?**

Under GDPR you can ask for access to information we hold about you. This is called a data subject access request; you will need to request this information in writing. To help you in this process we have a form that you can download and complete. You will be required to provide proof of identity in person. We must respond to you within one month – if we feel the request is complex we may ask for an extension of this period.

If at any point you believe the data we hold is incorrect you must write to us and tell us what information is incorrect and ask that it be corrected. If we do not

agree that the information is incorrect you may ask us to record your disagreement. More information on your rights under GDPR can be found in the Data Protection Policy.

If you wish to complain about the way in which your request has been processed, your complaint will be dealt with as a Step Two complaint in accordance with our Complaints Procedure.

If, after an internal review, you are still unhappy with the decision, you have a right of appeal to the Information Commissioner.

### **How can I contact you?**

Please contact us if you have any questions about this privacy notice or information we hold about you by email to [data.protection@westsuffolk.gov.uk](mailto:data.protection@westsuffolk.gov.uk) or write to us at: Data Protection, West Suffolk House, Western Way, Bury St Edmunds, Suffolk, IP33 3YU.

Teresa Halliday, Data Protection Officer  
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Contact address as above.