



**CHIPPENHAM
TOWN COUNCIL**
Improving the quality of town life

Job Applications Privacy Notice

Data Controller

Chippenham Town Council is the Data Controller for the information that is processed for this purpose.

Legal Basis

We process personal data with legitimate interests.

What Data Do We Collect

Applicant's - Name, address, telephone number, email, date of birth, education details, evidence of entitlement to live and work in the UK (e.g. National Insurance number, a birth certificate), medical information, criminal convictions, equal opportunities monitoring information (ethnicity & disability).

References: Name, address and telephone number and email address.

How We Process Your Personal Data

The council uses this information for the following purposes:-

We process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

We process other special categories of data, such as information about ethnic origin and disabilities for equal opportunities monitoring purposes.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

How Long Do We Keep Your Data For

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of this period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Sharing Your Data

Your information will be shared internally for the purposes of the recruitment exercise.

If you have been selected as the preferred candidate and given your permission we will share some data e.g. name, job title, with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

We do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

What Are Your Rights

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

How Long Do We Keep Your Data For

For 3 years from the date the records were first created, or from when consent was lasted provided, whichever is later.

Contact Information

You can exercise the above rights and/or manage your information by contacting us using the details below:

Postal address: The Town Hall, High Street Chippenham, Wiltshire, SN15 3ER

Email: enquiries@chippenham.gov.uk

Phone: +44 (0) 1249 446699

Our Data Protection Officer is One West and you can contact them at

dpo@chippenham.gov.uk

Complaints

If you wish to raise a complaint on how we have handled your personal data, please contact us at dpo@chippenham.gov.uk.

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: casework@ico.org.uk

Phone: 0303 123 1113