



Loch Lomond and the Trossachs National Park Authority

## **RECRUITMENT PRIVACY NOTICE**

**Data controller: Loch Lomond & The Trossachs National Park Authority**

The personal information you have provided ("Your Information") will be processed by Loch Lomond & The Trossachs National Park Authority, Carrochan, Carrochan Road, Balloch, G83 8EG for processing your job application.

The Park Authority's Data Protection Officer is our Information Officer, Laura Baird who can be contacted on the below noted details:

Carrochan Road, Balloch, G83 8EG

Email: [info@lochlomond-trossachs.org](mailto:info@lochlomond-trossachs.org)

Tel: 01389 722600

As part of our recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use personal data and to meeting our data protection obligations.

### **What personal information will we request for the recruitment process?**

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- Health Survey Information;
- information about your current level of remuneration;
- whether or not you have a disability for which The Park Authority needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief

We collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

We will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. We will seek information from third parties only once a job offer to you has been made and we will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why do we need to process your personal data?**

We need to process your personal 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.

In some cases, we need to process personal data to ensure that we are complying with our

legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before their employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of this process. Processing data from job applicants allows us to 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.

Where we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and we have concluded that they are not.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to ensure we are carrying out our obligations and exercising the specific rights of individuals in relation to employment law.

Where we process special categories of personal data, such as information about your ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we request this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your personal data for any purpose other than the recruitment exercise for which you have applied.

### **Who has access to your personal data?**

Your information will be shared internally for the purposes of the recruitment process. This includes members of the Human Resources (HR) and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff, if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and Disclosure Scotland to obtain necessary criminal records checks if required and our occupational health provider, Optima Healthcare

We will not transfer your data outside the European Economic Area.

### **Keeping personal data secure**

We take the security of personal data seriously. We have internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by staff in the proper performance of their duties.

We store our data electronically on in-house servers. Employee records have access restrictions, only HR staff are able to access and process these records. Any paper based files are stored in locked filing cabinets.

### **How long will we keep your personal data?**

If your application for employment is unsuccessful, we will hold your data on file for **six months** after the end of the relevant recruitment process. All data held electronically will then be deleted, and any paper files will be confidentially shredded.

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. A further privacy notice will be issued to you with details of the purposes for the ongoing processing of your personal data as part of your employment.

## **Your rights**

As a data subject, you have the right to:

- **Access personal data held about you**

You have the right to access the personal data we hold about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Park Authority, details on why it is being used, who it has been/will be shared with, how long it will be held for, the source of the information and if we use computer systems profiling to take decisions about you. Details on how to submit a Subject Access Request can be found on our website at:

<http://www.lochlomond-trossachs.org/park-authority/freedom-of-information/accessing-personal-information/>

- **Rectification of personal data**

You have the right to request that we correct any personal data held about you that is inaccurate.

- **Erasure of personal data**

You have the right to request that we delete personal data about you. This is known as “the right to be forgotten”.

You can request erasure of personal data in certain circumstances, for example:

- i) The personal data is no longer necessary for the purpose it was collected
- ii) It is being processed unlawfully
- iii) The personal data has to be erased due to a legal obligation the Park Authority is subject to

- **Restrict processing**

You have the right to request that we restrict the processing of your personal data if

- i) You think the personal data is inaccurate
- ii) The processing is unlawful
- iii) We no longer need your personal data but you may need it for legal purposes
- iv) You object to our processing for the performance of a public interest task or any official authority vested in us.

- **To object**

You have the right to object to our use of your personal data. We will have to demonstrate why it is appropriate to continue to use your personal data.

## **Complaints**

If you are unhappy with the way we have processed your information you have the right to complain to the Information Commissioner's Office:

The Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Telephone - 0303 123 1113 (local rate) or 01625 545 745; Website:  
**<https://ico.org.uk/concerns>**

You should however raise any concerns regarding our handling of your information with us in the first instance. Details of our complaints process can be found at:

<http://www.lochlomond-trossachs.org/park-authority/how-to-make-a-complaint/>

The Park Authority does not use profiling or automated decision making processes.

### **What if you do not provide us with your personal data?**

You are under no statutory or contractual obligation to provide personal data to us during the recruitment process. However, if you do not provide the personal data we request, we may be unable to process your application.

You are under no obligation to provide special category personal data for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.