

## **Privacy Notice**

### **Using Your Personal Information**

We, South Lanarkshire Council, will use the information that you have provided to us for the reason that we require to do so for the terms of a contract or a prospective contract between us, namely:

- To progress your application to work with South Lanarkshire Council
- To complete checks such as your right to work in the UK
- For recommended candidates, to undertake reference checks
- For recommended candidates, to undertake medical checks where the job is categorised as intrinsic
- For successful candidates, to form the basis of a contract of employment and employee personnel record

### **How is your personal information collected?**

- Personal information is collected directly from candidates through the application process on My Job Scotland.
- We will also collect additional information from third parties including former employers via employment references and from Disclosure Scotland.

We will gather the following personal information during the recruitment process:

- Personal details such as name, title, addresses, date of birth, telephone numbers and personal email addresses.
- Copies of right to work documentation, employment references, employment history and pay information, training records, qualifications and membership of professional bodies in line with our legal obligations.
- For recommended candidates: financial details such as your National Insurance number, bank account details, tax status information, and copy payslips in order to progress your contract of employment and in line with employer obligations to pay you correctly.

We will also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race, national identity, ethnicity, religion/beliefs, sexual orientation, gender, disability, marital status and caring responsibilities. This is to allow us to comply with our legal obligations regarding equal opportunities monitoring and for statistical purposes.
- For intrinsic positions: Information you provide about your health through the completion of the council's health questionnaire and information your absence history provided by your current employer in the employment reference. This is to allow us to seek a pre employment occupational health assessment on your suitability for the post you have applied for.
- Information about criminal convictions and offences provided by Disclosure Scotland. This is to allow us to consider whether any unspent or spent convictions would preclude you from specific posts within the Council in line with our legal obligations as an employer.

### **Who will we share your information with?**

For the purposes of recruitment only, we will share your application form with managers involved in the recruitment and selection process.

### **How long will we store your information:**

If your application for employment with South Lanarkshire Council is unsuccessful, we will retain your information for a period of 6 months, after which it will be confidentially destroyed.

For recommended candidates, if your application is successful and you become a South Lanarkshire Council employee, we will hold your information in line with our retention schedules for the appropriate management of your contract of employment and you will be given a further Privacy Notice outlining these.

### **Your rights**

You have the right to ask us to

- confirm that we are using personal information about you, detail what the information is, to whom we have disclosed your information and a copy of the information that we have about you (The right of access)
- correct any incorrect or misleading personal information that we have about you (The right to rectification)
- stop using any or all of your personal information (The right to object)
- to delete and destroy your personal information (The right to erasure) and<sup>1</sup>
- stop using your personal information until we can look into correcting your personal information or our justification for using your personal information or to stop us deleting your personal data where you need it in connection with any legal claims (the Right of Restriction) and<sup>5</sup>
- pass your personal information to someone else<sup>5</sup>
- For more information on your rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from [insert details of webpage] or you can ask for a paper copy from the Data Protection Officer (details are below).
- If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact

For more information on your rights and how to exercise them or for information about how we manage your personal information, you can get a copy of our full privacy notice from the Data Protection Officer (details are below).

If you have any queries or are unhappy about the way that we use your personal information or have responded to you in relation to any of your rights, you can contact



**The Council's Data Protection Officer**

The Data Protection Officer,  
Administrative and Legal Services,  
Finance and Corporate Resources,

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Floor 11,  
Council Offices,  
Almada Street,  
Hamilton  
ML3 0AA

or by email to [dp@southlanarkshire.gov.uk](mailto:dp@southlanarkshire.gov.uk)



## The Information Commissioner

You also have the right to complain to the Information Commissioner about the way we have handled your rights, to enquire about any exercise of those rights or to complain about the way that the Council has dealt with your rights (or any other aspect of data protection law)

The Commissioner's Contact Details are

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Or online at: <https://ico.org.uk/concerns/handling/>

