

for a job You are in the section Home On this page Overview What information we collect Legal basis for collecting information How we use your information Retention of your information Your rights First published: 20 June 2019 Last updated: 2 August 2019 Overview If you are applying for a job with us you should do so via our online recruitment system. If you are applying for a job through a recruitment agency, you should refer to the agency's privacy notice to understand how your personal data will be processed. What information we collect and why We will collect personal information including your work history, contact details and declarations about past criminal convictions and political activity. We need this information so we can assess your application and contact you about it. Legal basis for collecting information We will ask for your consent for us to process this information when you register through our online recruitment system. How we use your information We will use the information you provide to assess your suitability for the role you have applied for. Our human resources team will have full access to this information. Hiring managers' shortlist of applications for interview will not include your name or contact details or your equal opportunities information if you have provided it. We might ask you to attend an interview and complete tests. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by us. Retention of your information For unsuccessful applicants, we will keep your information for six months from the closing date to apply for the role. For successful applicants, we will transfer your information to our internal systems and process it under the terms of our employment contract. Your rights When you provide information with your application you do so under consent and you may withdraw your consent for us to process this information at any time before entering into an employment contract with us. If you withdraw your consent for us to process your information this will mean we are unable to consider your application for the role. We will respond to any requests for access, rectification, erasure, restriction or objection about this information and act on each request based on its own merits. Related content What we do in elections about what we do in elections Find out how to contact us Find out about accessibility and our website