

Privacy Notice

This privacy notice applies to students applying for work experience placements with West Berkshire Council.

This document describes how and why we collect, store, protect, process and share personal information about you during and after the selection process. We may update this notice at any time.

Date of Issue: 01 Oct 2019

Update History:

| | |
|-----------|-------------------------------------|
| Version 1 | First issue of a new Privacy Notice |
| | |
| | |

Directorate: Resources
Service: Human Resources

About the Organisation

West Berkshire Council is the Data Controller. This means it is ultimately responsible for the data it holds about you.

Contact Address:

West Berkshire Council
Market Street
Newbury
Berkshire
RG14 5LD

ICO Registration Number: **Z6825178**
<https://ico.org.uk/ESDWebPages/Entry/Z6825178>

The Data Protection Officer

The Data Protection Officer for West Berkshire Council is:

James Gore AMBCS BA

Contact details can be found here: <http://info.westberks.gov.uk/dpofficer>

What data will we collect about you?

The Council collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone numbers
- your date of birth
- details of your education and work experience interests
- information about your identity (if required)
- information about your criminal record where applicable to the placement
- whether or not you have a disability for which the Council needs to make reasonable adjustments during the selection process and placement
- equal opportunities monitoring information, including information about your gender, whether you are married or in a civil partnership, ethnic origin, sexual orientation, religion or belief, health and disability
- where you have applied for a role that would require you to drive on Council business we will collect details of your driving licence, insurance and any driving offences that you incur

The Council will collect this information in a variety of ways.

For example, data might be collected through application forms, obtained from your identity documents such as your driving licence, or collected through interviews or feedback surveys.

Where necessary, the Council will also collect information about you from third parties, such as references supplied by former employers or education provider.

What will we use your data for?

The data collected from you when you apply for a work experience placement is used solely to manage the appointing process with respect to the requirements of the placement (for instance, we only need information about your driving licence if the placement you are applying for involves driving as part of your duties).

All of the information we ask for above is used to check your suitability for the work experience placement.

Information about any criminal offences will also only be used where they are appropriate and related to the placement you are interested in applying for.

We don't use this data for any other reason, nor do we sell it to any third parties or use it to contact you about any unrelated services.

Who will see your data?

Your information will be shared internally and seen by authorised Council staff for the purposes of the appointment process. This will include members of HR, managers in the

service area the placement will be taking place and IT staff if access to the data is necessary for performance of their roles.

The Council will share your data with third parties in order to obtain reference checks if they are required for the role. In exceptional circumstances, Criminal records checks are required for the role, and they will be obtained from the Disclosure and Barring Service (DBS) via Capita (a third party organisation), and will not be sought until a placement offer has been made.

Why are we doing this?

The Council processes your data with a view to potentially offering a work experience placement. The Council encourages work experience placements and we process this data in order to ensure the process is fair and efficient.

There are also reasons that the Council needs to process this data by law. For instance The Equality Act 2010 means that the Council has a duty to ensure that no discrimination takes place during recruitment and selection on grounds of “protected characteristics”. Clearly, the Council needs to collect the data which relates to the characteristics to ensure (and to be able to show) that it is not treating applicants unfairly as a result.

You are under no statutory or contractual obligation to provide data to the Council during the appointment process. However, if you do not provide the information, the Council may not be able to process your application properly or at all which will obviously have the potential to disadvantage your chance of being offered a work experience placement.

You are under no obligation to provide information for equal opportunities monitoring purposes (this is asked for on a separate form to your main application and is retained within HR for monitoring purposes only and does not form part of the appointment process.). There are no consequences for your application if you choose not to provide such information.

Decisions about appointing a work experience placement are never based solely on an automated decision-making process – there is always human intervention and judgement exercised at the point of a decision.

In terms of data protection legislation, this data is collected and processed for the following legal purposes:

1. GDPR 6(1)(b) – we collect information with a view to entering into a contract with you to attend a work experience placement with the Council
2. GDPR 6(1)(c) – some of the data, as indicated above, is processed in order to work out whether we need to provide any adjustments to allow you to work safely and comfortably, or to ensure that we do not discriminate against any applicant
3. GDPR 6(1)(f) – the Council has a legitimate interest to undertake a clear and fair recruitment process to protect public money

You can access information about your rights with respect to the data we collect below (see “Your Rights”).

How long will your data will be kept?

Your data will not be kept any longer than necessary. Data for successful applicants of work experience placements will be retained according to the retention schedule for work experience placements. You can see the retention schedule online at www.westberks.gov.uk/retention

How is your data stored and processed?

Your data may be held on the Council's electronic database and will be protected using up-to-date technical and organisational security measures.

We sometimes use an online survey tool called Survey Monkey to collect your feedback about the placement. Anonymised data collected by this method is stored by the providers. To read about their Privacy Policy and Security Statement visit:

- <https://www.surveymonkey.com/mp/policy/privacy-policy/>
- <https://www.surveymonkey.com/mp/policy/security/>

Transfer overseas

The Council does not transfer personally identifiable data it collects to process your application outside of the EEA.

Your rights

You have a number of rights when it comes to the data we hold about you. These are detailed on our request form (www.westberks.gov.uk/dprequest) that also allows you to make a request for us to take action about something.

Complaints

If you've already told us we need to do something, but we haven't responded in a way you're satisfied with, you can complain to the Information Commissioner's Office (the ICO). It's easiest to do this online via the ICO website (<https://ico.org.uk/concerns/handling/>), but you can also do so in writing to:

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

END
