



This Privacy Notice is designed to help you understand how and why we process your personal data in a recruitment selection situation.

Who are we?

Ryedale District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). Whilst some aspects of our recruitment are handled by North Yorkshire County Council on our behalf, Ryedale District Council's recruiting managers are responsible for some aspects of the administration of the recruitment process.

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Data Protection Officer Veritau Ltd
County Hall, Racecourse Lane, Northallerton, DL7 8AL
Tel: 01609 53 2526

What personal information do we collect?

- ❖ Your name(s), title, contact details, address, and National Insurance Numbers;
- ❖ ID Documents;
- ❖ Eligibility to Work
- ❖ Previous employment history;
- ❖ Education and Professional Qualifications;
- ❖ Membership of professional or government bodies;
- ❖ Referee Details;
- ❖ Equalities information (so that we can monitor workplace equality);
- ❖ Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- ❖ Any other relevant information you wish to provide to us;

Why do we collect your personal information?

As part of your job application Ryedale District Council will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

Who do we share this information with?

We routinely share your recruitment information North Yorkshire County Council (who handle some aspects of our recruitment process for us), third party assessment providers (in order to facilitate your suitability for a role), and any other personnel within the Ryedale District Council relevant to the recruitment process.

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

How long do we keep your information for?

Data held	Retention period
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with the appropriate HR retention period;
If your job application is unsuccessful	Your information will be kept for six months and then destroyed.

What is our lawful basis for processing your information?

The Council is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

The Council is also legally required to collect some information as defined by employment law.

For More information about how Ryedale District Council uses your data, including your privacy rights and the complaints process, please see the Privacy Notices section of our website: www.ryedale.gov.uk