

# Recruitment Privacy Notice



Responsible party: CCS Data Protection Officer

Revised: August 2019  
Next revision due: August 2021

Community Council for Somerset (“we”) understand that your privacy is important to you. We may process your personal data in our capacity as data controllers. We are committed to respecting your privacy and protecting your personal data, which is any information that is capable of identifying you as an individual person. This Recruitment Privacy Notice (“Privacy Notice”) describes how we handle and protect your personal data in connection with our recruiting processes and programs.

This Privacy Notice only applies to the personal data of job applicants, potential candidates for employment, and our optional recruiting programs and events. It does not apply to our employees, contractors or clients, or other personal data that we collect for other purposes.

As used in this Privacy Notice, “personal data” means information that identifies job applicants and potential candidates for employment with us, either submitted as part of an online application and/or through alternative channels (e.g., via professional recruiting firms).

We will process your personal data in accordance with this Privacy Notice, unless such processing conflicts with the requirements of applicable law, in which case, applicable law will prevail.

By submitting your personal data to us, you acknowledge that:

- You have read and understood this privacy Notice and agree to the use of your personal data as set out herein.
- You are not required to provide any requested information to us, but failing to do so may result in not being able to continue your candidacy for the job for which you have applied
- All of your representations are true and correct to the best of your knowledge and belief, and you have not knowingly omitted any related information of an adverse nature.
- Providing any inaccurate information may make you ineligible for employment.
- This Privacy Notice does not form part of any contract of employment offered to candidates hired by Community Council for Somerset.

## Personal data we collect

We usually collect personal data directly from you when you apply for a role with us, such as your name, address, contact information, work and educational history and achievements. We also may collect personal data about you from third parties, including but not restricted to professional recruiting firms, your referees, prior employers, our employees with whom you

have interviewed, and employment background check providers, to the extent this is permitted by applicable law.

Sensitive personal data is a subset of personal data and includes ethnicity, health, trade union membership, philosophical beliefs, sexual orientation, as well as other categories as prescribed by law. We do not seek to obtain and will not collect such data about a candidate unless permitted to do so by applicable laws (e.g., United Kingdom equal opportunity monitoring). We do seek to obtain information from candidates relating to equalities which is monitored separately. The hiring manager does not see equalities information submitted by candidates, unless the hiring manager is the HR Manager.

## **Use of your personal data**

We collect and use your personal data for legitimate human resources and business management reasons including:

Identifying and evaluating candidates for potential employment, as well as for future roles that may become available;

- recordkeeping in relation to recruiting and hiring;
- ensuring compliance with legal requirements, including diversity and inclusion requirements and practices;
- conducting criminal history checks as permitted by applicable law;
- protecting our legal rights to the extent authorised or permitted by law;

We may also analyse your personal data or aggregated/anonymised data to improve our recruitment and hiring process and augment our ability to attract successful candidates.

We process your personal data for the purposes described above: when we have your consent to do so; when necessary to enter into an employment contract with you; when necessary for us to comply with a legal obligation; or when necessary for the purposes of our legitimate interests as an employer operating globally.

CCS can retain personal data to be considered for future employment opportunities at the request of the candidate. This will be kept for no longer than six months.

## **Data Recipients**

We use third party service providers to provide a recruiting software system. We may also share your personal data with other third party service providers that may assist us in recruiting talent, administering and evaluating pre-employment screening and testing, and improving our recruiting practices.

We maintain processes designed to ensure that any processing of personal data by third party service providers is consistent with this Privacy Notice and protects the confidentiality, availability, and integrity of your personal data. Where required by law, we put in place legal mechanisms designed to ensure adequate data protection of your personal data. If you would

like more information about these legal mechanisms, please contact us at the address provided at the end of this Privacy Notice.

## Data retention

If you accept an offer of employment by us, any relevant personal data collected during your pre-employment period will become part of your personnel records and will be retained in accordance with specific country requirements. If we do not employ you, we may nevertheless continue to retain and use your personal data for a period of 6 months for system administration purposes, to consider you for potential future roles, and to perform research. Thereafter, we retain a minimum amount of your personal data to record your recruiting activity with us.

If you elect to join a recruiting program, we may retain your personal data to consider you for future employment opportunities and for a period of time specific to that program, unless you decide to opt-out prior to such time.

## Security

We have implemented generally accepted standards of technical and operational security to protect personal data from loss, misuse, alteration, or destruction. Only authorized personnel of Community Council for Somerset are provided access to personal data, and these employees are required to treat this information as confidential.

## Your rights

We take reasonable steps that are designed to keep your personal data accurate, complete, and up-to-date for the purposes for which it is collected and used. We also have implemented measures that are designed to ensure that our processing of your personal data complies with this Privacy Notice and applicable law. To learn more about your rights please view our [Individual's Rights under GDPR and Subject Access Request Policy](#).

If you would like to make a request to access, review, or correct the personal data we have collected about you, or to discuss how we process your personal data, please contact us at [info@somersettrcc.org.uk](mailto:info@somersettrcc.org.uk)

We do not make recruiting or hiring decisions based solely on automated decision-making.

## Cookies and other tracking technologies

We may use Google analytics to collect data on our website please see our CCS [Cookie Policy](#).

Some of our online recruiting activities are hosted by third parties. When you access sites operated by these third-parties, they may, consistent with our Cookie Policy, place Cookies or Other Tracking Technologies on your device. You can learn more about our use of Cookies and other tracking technologies by reading our [Privacy Policy](#) and [Cookie Policy](#).

## Contact

If you have any questions about this Privacy Notice, our Privacy Policy or our Cookie Policy, please contact us at:

Address: Community Council for Somerset, Viney Court, Viney Street, Taunton, TA1 3FB

Telephone: 01823 331222

Email: [info@somersetccc.org.uk](mailto:info@somersetccc.org.uk)

Community Council for Somerset reserves the right to modify this Privacy Notice. We will post any changes to our Privacy Notice on this page. Please check this page regularly to keep up-to-date.