**PAID WORK PLACEMENT PROGRAMME** – PRIVACY NOTICE

The City of Edinburgh Council (together referred to as **"the council"**" throughout this notice) collect and process personal data relating to job applicants as part of the project titled **“Paid Work Placement Programme’**. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This notice sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

**About us:** The City of Edinburgh Council (the Council), Waverley Court, 4 East Market Street, Edinburgh, EH8 8BG, 0131 220 2000, is the data controller for the purposes of the Data Protection Act 2018 (DPA) and the UK General Data Protection Regulations (UK GDPR).

***What information does The Council collect and how?***

The Council will collect a range of information about you. This includes:

* your name, address and contact details, including email address and telephone number;
* details of your qualifications, skills, experience and employment history;
* information from interviews and phone-screenings you may have;
* information about your current level of remuneration, including benefit entitlements;
* information about your entitlement to work in the UK; and
* equal opportunities monitoring information

We may collect this information in a variety of ways. For example, data might be contained in application forms or CVs (including when these are sent to us as part of speculative applications or queries), obtained from your passport or other identity documents, or collected through interviews or other methods of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer has been made to you.

Data will be stored in a range of different places, including on your application record, in our HR management systems and our email system.

***Why does The Council process personal data?***

The Council collect and process your data for a number of purposes and where we have a legal basis to do so, as follows.

As a Public Authority, The Council’s principal lawful basis for processing personal data should form part of its ‘public task’. The Council will use your personal information for the purposes of the provision of the Council services. The processing of this information is necessary for the Council to undertake a public task as defined under Article 6(1)(e) of the Act, i.e. the processing is necessary for the Council to perform a task in the public interest or for its official functions, and the task or function has a clear basis in law.

Your data will be used for this specific purpose although your details will be shared between Council departments and other agencies where there is lawful authority to do so.

Your information will be kept strictly confidential. It will be stored in a secure, password-protected database/spreadsheet on the Council's computer system and trusted third parties as part of the project.

The Council may process information about whether or not applicants are disabled so we can make reasonable adjustments for candidates who have a disability. Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. Our processing of these types of data will be carried out to ensure you or us can meet our obligations or exercise our rights under law related to employment or (only where applicable) to enable us to establish, exercise or defend legal claims.

We will not use your data for any purpose other than the recruitment process of which you are a part.

Our Edinburgh Guarantee team will share your application with our placement providers with a view to a potential interview.

***Who has access to data?***

Your information may be shared internally within the company for the purposes of the recruitment process. This includes members of the ‘Paid Work Placement’ team, interviewers involved in the recruitment process, and managers in the business and third party organisations identified as part of this Paid Work Placement programme.

Your data may be shared with third parties that form part of the project to enable your application to be processed.

In addition, we may need to share your personal information with a regulator or otherwise to comply with the law.

***How does The Council protect data?***

The Council takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our personnel in the proper performance of their duties. For more information on this please email information.compliance@edinburgh.gov.uk

***For how long does The Council keep data?***

If your application for employment is unsuccessful (including when you have speculatively applied to us in respect of a role which is not available), we will hold your data on file for 6 months. At the end of that period, your data is deleted or destroyed (unless we need to retain it for longer to exercise or defend any legal claims).

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment as part of the Scheme.

***Your rights***

As a data subject, you have a number of rights under data protection law. You can:

* access and obtain a copy of your data on request;
* require to change incorrect or incomplete data;
* require The Council to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
* object to the processing of your data where The Council is relying on its legitimate interests as the legal ground for processing; or
* ask us to transfer your data to another organisation.

If you would like to exercise any of these rights or if you have any questions about this notice or our processing of your data more generally, please contact information.compliance@edinburgh.gov.uk

If you believe that the company has not complied with your data protection rights, you can complain to the Information Commissioner's Office (<https://ico.org.uk/>).

***What if you do not provide personal data?***

You are under no statutory or contractual obligation to provide data to The Council during the recruitment process. However, if you do not provide the information, we may not be able to process your application.