

Privacy Notice (How we use the information on your application form)

The categories of this information that we collect, process, hold and share include:

- personal information (such as name and address)
- contact information (telephone numbers and e-mail address)
- details of education, training and employment
- equal opportunities data (such as ethnicity, age and sexual orientation)
- details of criminal offences where it is a requirement of the role

Why we collect and use this information

We use the data on the application form to:

- contact you regarding your application
- enable us to assess your application against the criteria required for the role which you are applying for
- derive monitoring statistics which inform Personnel policy decisions
- to protect vulnerable adults and children and to prevent fraud
- to form part of your employee file if you are successful in your application for the role

The lawful basis on which we use this information

Article 6(1)(a) of the General Data Protection Regulation 2016 gives Sefton Council a lawful basis for collecting and using this information as it is necessary for the performance of the employment contract to which you are party or so that we may take steps prior to entering into that contract. Legal obligations include:

- the collation of equalities data under the [Equalities Act 2010](#) including the Authorities' Specific duties under Section 149 of the Act.

We process special category information under Article 9 (2) (b) of the General Data Protection Act as follows:

- Equalities data

Collecting this information

Whilst the majority of the information you provide to us is mandatory in order for the Council to assess your application, some of it is provided to us on a voluntary basis. In order to comply with the data protection legislation, we will inform you when the provision of such information is voluntary.

Storing this information

If you are not successful in securing a role, we will hold your application for a maximum period of 12 months. If you are successful in your application your application form will form the basis of your Personal File which we hold throughout your employment and for a period of 6 years after you have left the Council's employ..

Who we share this information with

We share this information with:

Merseyside Pension Fund (if you are successful in securing a role)

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information contact

Corporate.HR@sefton.gov.uk or the Data Protection Officer at ino.information@sefton.gov.uk

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- right to data portability in certain circumstances
- The right to lodge a complaint with the supervisory authority (the Information Commissioner's Office)

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like further information about this privacy notice, please contact Geraldine.evans@sefton.gov.uk