

LONDON BOROUGH OF CAMDEN

Candidate Privacy Notice

You have been provided with this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used and how long it will usually be retained for.

The Data Controller is London Borough of Camden, Judd Street, London. WC1H 9JE
www.camden.gov.uk The Council's Data Protection Officer is Andrew Maughan who is the council's Borough Solicitor. He can be contacted at dpo@camden.gov.uk or via this link <https://www.camden.gov.uk/your-rights#owam>

1. INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use personal information about you. This will include:

- The information you have provided to us in your CV, covering letter, application form, and other supporting documents. This will include: your name, title, address, telephone number(s), personal email address(es), date of birth, gender, employment history, qualifications, training statements in support of your application and any declarations
- Any information you provide to us during an interview or part of your selection such as tests
- Copies of your identification including passport, driving licence and if applicable your right to work
- We may also collect, store and use the following "special categories" of more sensitive personal information:
 - Information about your race or ethnicity, religious or philosophical beliefs and sexual life or sexual orientation.
 - Information about criminal convictions and offences where necessary.

If an offer of employment is made, at the onboarding into employment stage, we will ask you about any debts you may owe to the council, and other involvement you or any close family members have with various council departments such as ongoing legal cases, social services or adult social care. This is to ensure that on appointment your access to various council systems is appropriately restricted to ensure you cannot access cases regarding yourself or close family members, for data protection and security compliance. It also allows the access of team colleagues to be restricted to protect your privacy.

2. HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You.
- Recruitment Agencies under contract with Matrix SCM from which we collect the following categories of data from approved recruitment agencies: name, title, address, telephone number(s), personal email address(es), date of birth, gender, preferred pronouns, employment history, qualifications, and training and any statements and declarations made by you in support of your application

- Recruitment agencies not part of Matrix SCM, for which we collect the following categories of data from approved recruitment agencies: name, title, address, telephone number(s), personal email address(es), date of birth, gender, employment history, qualifications, and training and any statements and declarations made by you in support of your application
- Where you have utilised the website 'Hackajob' (for IT related jobs) details of your CV that you have uploaded to their site
- Disclosure and Barring Service, in appropriate cases, from which we collect the following categories of data: criminal convictions or cautions.
- Occupational Health Provider from which we collect the following data: any recommended reasonable adjustment(s) following a declaration of disability or medical condition, after you have been provided with a conditional offer of employment.
- Your named referees, from whom we collect the following categories of data: confirmation of your job history and salary, your performance in your most recent role, questions on your conduct, absence and general suitability for the role you are apply for.
- External organisations providing selection tests and exercises.

3. HOW WE WILL USE INFORMATION ABOUT YOU AND THE LEGAL BASIS

We have indicated by [P] the purpose or purposes for which we are processing or will process your personal information, as well as indicating which categories of data are involved.

Most commonly, we will use your personal data under these legal bases:

- a. Where we need to process data in order to enter into a contract with you (Article 6(1)(b)) [P1]
- b. Where we need to comply with a legal obligation (article 6(1)(c)) [P2]
- c. Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (article 6(1)(f)) [P3]
- d. Where we need your consent (article 6(1)(a) [P4]

We will use the personal information we collect about you for the following purposes:

- a. Assess your skills, qualifications, and suitability for the role [P1] [P2] [P3]
- b. Carry out background and reference checks, where applicable [P1] [P2] [P3]
- c. Communicate with you about the recruitment process [P1] [P2]
- d. Keep records related to our hiring processes. [P1] [P2] [P3].
- e. In some cases, we may need to process information to comply with legal or regulatory requirements. This may include right to work checks and/or overseas police checks [P2]
- f. to decide whether to enter into a contract of employment with you or with your recruitment agency.[P1]
- g. If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will

write to you and ask your consent to retain your personal information for a fixed period on that basis [P4]

Having received your CV and covering letter or your application form and the results from any test(s) which you took we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and if required carry out a DBS check and/or carry out any other checks necessary for your role before confirming your appointment.

We have indicated by [S] the purpose or purposes for which we are processing or will process your special category (sensitive) personal information, as well as indicating which categories of data are involved.

- a. Art 9(2) (b) Employment, social security, and social protection (if authorised by law) and the Data Protection Act 2018 Schedule 1 Part 1 condition will be Para 1 Employment, social security, and social protection [S1]
- b. Art 9(2) (g) Reasons of substantial public interest (with a basis in law) and the Data Protection Act 2018 Schedule 1 Part 2 condition being the appropriate one of Para 6. Statutory and government purposes, Para 8. Equality of opportunity or treatment, Para 9. Racial and ethnic diversity at senior levels, Para 10. Preventing or detecting unlawful acts, Para 11 Protecting the public against dishonesty etc [S2]
- c. Art 9(2) (h) Health or social care (with a basis in law) and the Data Protection Act 2018 Schedule 1 Part 1 condition being the appropriate one of Para 1 Employment, social security and social protection and Para 2 Health or social care purposes [S3].

We will use your sensitive personal information in the following ways:

- a. We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview. [S1][S2]
- b. We will use information about your race or national or ethnic origin, religious beliefs, gender reassignment status, and sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. [S2]
- c. We will use information about any other requests for reasonable adjustments as part of your recruitment process. [S1][S2]

4. INFORMATION ABOUT CRIMINAL CONVICTIONS

We will not ask you about criminal convictions unless we offer you the role. All job offers are conditional, subject to satisfactory pre-employment checks (including references, criminal conviction(s) and if required DBS checks) being made.

If the role requires we carry out a Disclosure and Barring Service (DBS) check we will collect information about your criminal history in order to satisfy ourselves that there is nothing in your criminal convictions history, which makes you unsuitable for the role. Please note:

- We are legally required by Disclosure and Barring Service (DBS) to carry out criminal record checks for those carrying out particular roles.
- If your role of is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (*SI 1975/1023*), it is eligible for a standard check. If it is also listed in the Police Act 1997 (Criminal Records) Regulations (*SI 2002/233*), it is eligible for an enhanced check from the Disclosure and Barring Service.

Our legal basis for this processing under article 10 UKGDPR is (article 6(1)(c)) to enable us to comply with legal obligations with the Schedule 1 DPA18 conditions being paras 1 (Employment, social security and social protection) and 6 (Statutory and government purposes)

5. IF YOU FAIL TO PROVIDE PERSONAL INFORMATION

If you fail to provide information when requested, which is necessary for us to consider your application we will not be able to process your application successfully. For example, if we require qualifications or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

6. DATA SHARING

We will share your personal information with third parties where necessary such as the Home Office, HMRC or DWP for the purposes of checking your right to work and other regulatory requirements. The data is also shared with Oracle who provide the HR system.

We will only disclose your information to other third parties for the prevention and detection of fraud or other crimes, or if there is a legal requirement or power to do so, and it is necessary to do so.

All our third-party service providers are required to take appropriate security measures to protect your personal information and cannot use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions. Third party service providers include:

- Matrix SCM (Agency worker portal)
- First Advantage (Disclosure and Barring Service – DBS checking service)
- Reference Expert (online referencing portal)
- Appointed Recruitment Agencies, these vary but include Hire Right and Experian
- PAM occupational health provider
- Hire Right

7. DATA RETENTION - How long will you use my information for?

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal data, unless you have consented for us to keep longer in case of a new vacancy as explained above. We retain anonymised data relating to protected characteristics as part of our commitment to monitoring fair and inclusive recruitment.

8. AUTOMATED DECISION-MAKING AND YOUR RIGHTS

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making. You have some data protection rights under UK GDPR, information is available [here](#)

9. TRANSFERS OUT OF THE UK and DATA SECURITY

Oracle process data in the EEA, which is deemed acceptable under UK GDPR. We will not transfer your personal data outside of the EEA.

10. UPDATE

This Privacy Notice will be updated as needed. It was last reviewed in February 2025