

Privacy Notice

Recruitment

This Privacy Notice is designed to help you understand how and why York and North Yorkshire Combined Authority (YNYCA) processes your personal data. This notice should be read in conjunction with our main [Corporate privacy notice](#).

Who are we?

York and North Yorkshire Combined Authority is a 'Data Controller' as defined by Article 4(7) of the UK General Data Protection Regulation (UK GDPR).

YNYCA have appointed North Yorkshire Council to provide HR and Payroll Services via a Service Level Agreement on their behalf. North Yorkshire Council Recruitment Team: Resourcing Solutions will administer the recruitment process. Resourcing Solutions are also responsible for promoting and recruiting volunteers and for administering the process for individuals on work experience within YNYCA.

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

Information Governance Office
Veritau
West Offices
Station Rise
York
North Yorkshire
YO1 6GA

Information.governance@veritau.co.uk // 01904 552848

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;
- Information collected during the assessment and/or interview process (such as interviewer notes),
- Relevant health/medical information which relates to your application or the recruitment process.
- Criminal Convictions

Volunteers or individuals on work experience are only required to provide their name, email address and whether you are over or under the age of 18 and area of interest initially.

If you do become a volunteer or undertake work experience we may need you to provide some of the above information.

Why do we collect your personal information?

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

For volunteers we send detailed information about volunteering opportunities and may ask for feedback on this. If you became a volunteer or undertake work experience, more details may be collected.

Who do we obtain your information from?

During the recruitment process, most of the information we process will be collected directly from you during your application or interview process.

However, information may be collected from third parties if required for the particular recruitment exercise such as references being obtained from your previous employer prior to an employment offer being made.

Who do we share this information with?

We routinely share your recruitment information with your potential employing manager, third party assessment providers (in order to facilitate your suitability for a role), and any other relevant HR team with whom we have an SLA to provide HR and support services.

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.
Volunteer Applications if successful	Further information will be collected and a separate privacy notice will be available for specific projects.
Volunteer Applications if unsuccessful	Your information will be kept for six months and then destroyed.
Work Experience Records	Your information will be kept in accordance with the appropriate HR retention period.

What is our lawful basis for processing your information?

YNYCA relies on the following lawful basis to process your personal data:

UK GDPR Article 6(1)(b)- processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

In connection with certain job roles, we may need to collect criminal information. For the processing of personal data relating to criminal convictions and offences, processing meets Schedule 1, Part 1 of the Data Protection Act 2018 as below:

- Employment, social security, and social protection

When processing special category data, YNYCA will rely on the following lawful basis:

UK GDPR Article 9(2)(b) - processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by law meeting Schedule 1, Part 1 of the Data Protection Act 2018 as below:

- Employment, social security, and social protection
- Health and Social Care purposes

UK GDPR Article 9 (2)(g) – processing is necessary for reasons of substantial public interest with processing meeting Schedule 1, Part 2 of the Data Protection Act 2018 as below:

- Equality of opportunity or treatment

The legislations, policies and guidance that relate to this service includes, but is not limited to:

- Employment Rights Act 1996 as amended.
- Health and Safety at Work Act 1974
- Health Act 2006
- The Equality Act 2010

For more information about how the Council uses your data, including your privacy rights and the complaints process, please see our [Corporate privacy notice](#)