

NORTHERN IRELAND LOCAL GOVERNMENT OFFICERS' SUPERANNUATION COMMITTEE ("NILGOSC")

Data Protection Privacy Notice (Applicants)

This Privacy Notice (notice) is for individuals applying for job vacancies in NILGOSC. This notice explains what personal data (information) we will hold about you, how we collect it, and how we use and may share information about you during the recruitment process and after it ends. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice')

This privacy notice is provided at the following link:

<http://www.nilgosc.org.uk/recruitment>

Who collects the information

NILGOSC is a 'data controller' and gathers and uses certain information about you.

Data protection principles

We will comply with the data protection principles when gathering and using personal information.

What information

We may collect information during the recruitment and selection process including the following (without limitation):

- Your name, contact details (i.e. home and work address (current and previous employers), home, work and mobile phone numbers, email address);
- Personal details such as your National Insurance number and date of birth;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- Information declared about your absence record (including special category personal information regarding your physical and/or mental health);
- Your gender, racial or ethnic origin, sex and sexual orientation, religious or similar beliefs, political opinion, marital status, whether or not you have dependants;
- Information on any criminal records;
- Contact details of your referees (including name, home or work address, home, work or mobile telephone number);
- Information on your education (such as examination subjects and grades) including any professional qualifications and membership;
- Details of your employment history (such as the name and address of current/previous employers, dates of employment, your job title and

reason for leaving) including the salary you earned in your last/most recent employment.

Information provided by your referee including job title, dates of employment, an assessment of your performance and attendance (including confirmation of your absence record), confirmation of any disciplinary action you may have been subject to or any grievances proceedings you may have raised (including the circumstances and outcome), reason for leaving, assessment of your honesty, opinion of suitability for the position applied for.

Special category information we collection about you

Some of the information we collect about you may contain special category personal data or information relating to criminal records about you for the purposes of (i) diversity and monitoring, (ii) preventing or detecting unlawful acts, (iii) assessing working capacity; or otherwise because we have to by law. Special categories of personal data and criminal records information will be handled with utmost confidentiality.

How we collect the information

We may collect this information from your application form and/or CV your doctors, from medical and occupational health professionals we might engage, your referees, former employers, consultants and other professionals we may engage, e.g. to advise us generally and/or assist us with recruitment and selection activity.

Why we collect the information and how we use it

We will typically collect and use this information for the following purposes:

- for the performance of a contract with you, or to take steps to enter into a contract; and
- for compliance with a legal obligation (e.g. our obligations to you as your potential employer under employment protection and health safety legislation, and under statutory codes of practice).

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any material changes to information we collect or to the purposes for which we collect and process it.

We will ensure, so far as is possible that the information held about you is accurate, and where necessary, kept up to date. However, it is your responsibility to ensure that any changes to your information held by us are notified to Human Resources. In the absence of evidence to the contrary, NILGOSC will assume that the information provided by you is accurate. If there is any reasonable doubt as to the accuracy of the data, we will contact you to confirm the information. Should you inform us or otherwise become aware of any inaccuracies of the information, the inaccuracies shall be rectified promptly.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as external contractors, occupational health doctors, referees, banks/financial institutions, security providers and our professional advisers. We may also be required to share some personal information as required to comply with the law.

Some of those organisations will simply process your personal data on our behalf and in accordance with our instructions, these include:

- Suppliers of Recruitment Services
- Suppliers of Applicant Testing Services
- Suppliers of Translation Services
- Employment Referees

Other organisations will be responsible to you directly for their use of personal data that we share with them. They are referred to as data controllers and include:

- External Auditors
- Internal Auditors
- Medical Professionals
- External Legal Advisers

We do not use your personal data for marketing purposes and will not share this data with anyone for the purpose of marketing to you or any beneficiary.

Where information may be held

Information may be held at our offices. We have security measures in place to seek to ensure that there is appropriate security for information we hold including those measures detailed in our Data Protection Policy which is available on the NILGOSC website <http://www.nilgosc.org.uk/data-protection> or by request from the Data Protection Officer.

How long we keep your information

For legal reasons, we will generally keep your information during the recruitment and selection process and for up to 3 years after the date the vacant post closed to applicants and for no longer than is necessary for the purposes for which the personal information is processed.

Your rights

You have a right to access and obtain a copy of the personal data that NILGOSC holds about you and to ask the NILGOSC to correct your personal data if there are any errors or it is out of date. In some circumstances you may also have a right to ask the NILGOSC to restrict the processing of your personal data until any errors are corrected, to object to processing or to transfer or (in very limited circumstances) erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: www.ico.org.uk or via their telephone helpline 0303 123 1113.

If you wish to exercise any of these rights or have any queries or concerns regarding the processing of your personal data, please contact NILGOSC using the details provided below.

We aim to resolve all complaints about how we handle personal information. If you think we have used your personal information in a way which doesn't comply with

the law you can lodge a complaint via NILGOSC's complaints process, which is available on the NILGOSC website at: www.nilgosc.org.uk/complaints-procedure. You also have the right to lodge a complaint in relation to this privacy notice or NILGOSC's processing activities with the Information Commissioner's Office which you can do through their website or telephone helpline listed above.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Contacting us

If you have any queries or concerns about the content of this privacy notice, please contact NILGOSC's Data Protection Officer at:

Telephone: 0345 3197 320

Email: governance@nilgosc.org.uk

Changes to this policy

Any changes to this policy will be published in a revised Privacy Statement which will be made available on NILGOSC's website at <http://www.nilgosc.org.uk/recruitment>