



Privacy Notice for Resourcing within Devon and Cornwall Police / Dorset Police Version 1.0

Being transparent and providing accessible information to individuals about how we use personal information is a key element of the Data Protection Act and the General Data Protection Regulation (Regulation (EU) 2016/679).

Please note that details about the data controller and why we process personal information can be found in our overarching privacy notices (*please search for the words 'privacy notice' at www.devon-cornwall.police.uk or the words 'legal and privacy' at www.dorset.police.uk*).

The information being processed

Resourcing within Devon and Cornwall Police / Dorset Police is collecting.

Personal information relating to recruitment and selection activity, which includes your name and identifiable information, sensitive personal information regarding attendance management, health, and medical matters for the purpose of:

- Undertaking the duties of the employer to ensure the workforce mix reflects the community it serves by guaranteeing a fair and supportive recruitment and selection process;
- Using methods of consent for sensitive personal information, where necessary, to obtain occupational health advice, and to undertake obligations in the field of employment; and
- Making recommendation and/or decisions for the benefit of the individual and the organisation.

The legal basis for processing this information is:

Article 6(1)

- a) Consent
- b) Performance of a contract
- c) Compliance with a legal obligation
- d) Protect the vital interests of the data subject
- e) Performance of a task carried out in the public interest

Article 9(2)

- a) Data subject has given explicit consent
- b) Carrying out the obligations of controller or data subject in the field of employment.



Who do we share your personal information with?

To ensure that Resourcing within Devon and Cornwall Police / Dorset Police provides you with an efficient and effective service we will sometimes need to share your information between teams within Devon and Cornwall Police / Dorset Police as well as with our partner organisations that support the delivery of the service you may receive. In this case, the information collected above will be shared with:

Internal:

- Individuals;
- Line managers;
- Managers within the line management structure i.e. second line manager / Senior Management Team (SMT);
- Panel chair and members – selection panels;
- Occupational Health Provider (Devon and Cornwall Police);
- People Department;
- Finance / Payroll;
- Peer Support Network;
- Dorset Police / Devon and Cornwall Police;
- Professional Standards Department;
- Staff Associations - Trades Unions and Federation;
- Legal Services;
- Equality and Diversity;
- Chief Constables Office;
- Officer of the OPCC; and
- Southwest Regional Forensics.

External:

- Recruitment Agencies;
- Dyslexia provisions and services;
- Other forces;
- External Occupational Health (OH) provider for Dorset Police.

Disclosures of personal information are made on a case-by-case basis, using the personal information appropriate to a specific purpose and circumstances, and with necessary controls in place.

We will only ever share your information if we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do. We will never share your information for marketing purposes.

How do we keep your personal information safe?

Please refer to the overarching privacy notices (*please search for the words 'privacy notice' at www.devon-cornwall.police.uk or the words 'legal and privacy' at www.dorset.police.uk*).



What are your rights?

Please refer to the overarching privacy notices (*please search for the words 'privacy notice' at www.devon-cornwall.police.uk or the words 'legal and privacy' at www.dorset.police.uk*).

How long will we keep your personal information?

All personal data relating to the recruitment or selection of a role:

- Termination of Employment will be retained for six years plus extra year as necessary.
- Role not taken up - 12 months from notification of withdrawal application forms will be destroyed.
- Unsuccessful candidates –12 months from notification of result application forms will be destroyed.
- Registrations of interest – 12 months from initial registration candidates contact details will be deleted. Candidates will be given the opportunity to reconfirm consent to remain on this list.

Please refer to the overarching privacy notices (*please search for the words 'privacy notice' at www.devon-cornwall.police.uk or the words 'legal and privacy' at www.dorset.police.uk*).

Details of transfers to third country and safeguards

Your personal and sensitive data will only be stored and processed on servers based within the European Economic Area (EEA). There may be occasions when your personal data is shared with countries outside of the EEA, for example, information relating to personnel matters for secondees, deployed to overseas roles, or individuals on a career break overseas.