



From mountain to sea

Privacy Notice - Recruitment

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- Making a decision about your employment with Aberdeenshire Council
- Checking you are legally eligible to work in the UK.
- If the work is regulated work, checking you are not barred for that workforce.

Your information is:

Being collected by Aberdeenshire Council

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Performance of a Contract	x	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law	x

- Making a decision about your employment with Aberdeenshire Council including the potential offer of employment.
- Confirming employment record of reference subject.
- Assessment of skills and behaviors relevant to the vacancy being applied for.
- Assessing qualifications and professional registrations appropriate to the role.

Personal Data		Special categories of personal data	
Legal Obligations	x	Where the processing of an individual's personal data is for the purpose of meeting a legal obligation of the data controller in the field of employment, social security and social protection law	x

- Checking you are legally eligible to work in the UK.
- Ensuring that individuals can work in restricted posts as identified by the relevant legislation i.e. Protection of Vulnerable Groups (Scotland) and the Police Act 1997
- If the work is registered under a Professional Body, checking you are not barred from that workforce i.e. GTCS, SSSC
- Identifying whether you have lived or worked abroad and establishing whether a criminal check



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- would be required from that country.
- Comply with The Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017 in relation to Equalities monitoring
 - Prevent fraud.
 - Establish your medical fitness for specific job roles where a legal duty for health surveillance exists.

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

If information is not supplied it would not be possible to match the individual to a vacancy and potential offer of employment due to Aberdeenshire Council requiring:

- Demonstration of skills, qualifications and experience to match to the specific Job Profile.
- Completion of an appropriate assessment centre relevant to the role applied for
- Details of appropriate referees to validate previous employment record.
- Demonstration eligibility to work in the UK
- Ensure the individual is not barred from regulated work and suitable for the specific work offered
- Ensure correct level of Overseas Criminal Record Check. (If Required)

Your information will be shared with the following recipients or categories of recipient:

Where we are under a legal obligation to do so; for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a Court Order.

- Managers appropriate to the job applied for.
- The reference subject.
- Third Party contracted suppliers providing occupational assessment services.
- Aberdeenshire's Occupational Health provider
- Disclosure Scotland
- Care Inspectorate
- Police Scotland
- SSSC
- GTCS
- Department of Work and Pensions.
- HMRC
- UK Border Agency.
- Law Society



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Your information will be transferred to or stored in the following countries and the following safeguards are in place:

In line with Third Party's Privacy Notices (where applicable)

The retention period for the data is:

In line with the Aberdeenshire Council HR & OD Service data retention scheme found [here](#).

The following automated decision-making, including profiling, will be undertaken:

Not applicable.

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.