

Government Economic and Social Research Recruitment Privacy Notice

This notice sets out how we will use your personal data, and your rights under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

1. Data Subject Categories

The personal information relates to members of the public.

2. Data Categories

Information will include the following information regarding the data subject:

- The information you have provided to us in your application form including personal contact details such as name, title, addresses, telephone numbers, and personal email addresses, employment history, qualifications.
- Date of birth, gender and ethnicity.
- Any information you have provide to us during interview – proof of ID (e.g. passport, driving licence, utility bill as proof of address).
- Recruitment information (including copies of right to work documentation, references and other information included in the application form or email as part of the application process).
- Secondary employment and volunteering information.
- Evidence of how you meet the Civil Service nationality rules and confirmation of your security clearance. This can include passport details, nationality details and information about convictions/allegations of criminal behaviour.
- Evidence of your right to work in the UK/immigration status.

3. Purpose

The personal information is processed for the purpose of a recruitment campaign to fill a vacancy within a Government Economic Service (**GES**) or Government Social Research Service (**GSR**) department. This will enable GESR to process the following functions relating to your recruitment:

1. Processing applications received for vacancies.
2. Arrange interviews for successful applicants.
3. Offer successful candidate the position.
4. Forward on information to relevant HRs as part of the onboarding of successful candidates onto our system, including security clearance.
5. Equality and diversity purposes, such as demographic and diversity analysis/audit/reporting.

4. Legal basis of processing

The processing is necessary for the performance of a recruitment campaign and the task is carried out with a legitimate business interest, In order to take the necessary steps prior to entering into a contract; to enable us to comply with legal obligations, to carry out our functions as a government department/functions of the Crown; or where it is necessary to do so in the public interest.

5. Recipients

Your personal data will only be shared with relevant staff within HM Treasury and/or other organisations for the purposes listed in (3). Please see below for the list of other organisations:

- **Human Resources** within other government departments for successful candidates only to enable them to do the onboarding.
- **United Kingdom Security Vetting (UKSV)** – Security Vetting for successful candidate only.
- **The Civil Service Commissioners** - Regulates recruitment to the Civil Service, providing assurance that appointments are on merit after fair and open competition.
- **Advisory Committee on business appointments** - The Advisory Committee on Business Appointments (ACOBA) considers applications under the business appointment rules about new jobs for former ministers, senior civil servants and other Crown servants.
- **The office of the Commissioner for Public appointments** - Monitoring public appointments processes within his remit by: ensuring that appointing authorities act in accordance with the Government's new Governance Code, including the Principles of Public Appointments; carrying out an audit of the procedures and practices followed by appointing authorities in making public appointments, hearing complaints and investigating any aspect of the appointment processes.

For each organisation listed above GESR as the controller will only disclose the personal data necessary to deliver that service. Either a contract or data sharing agreement (as appropriate) in place to ensure that your information is kept securely and not to be used for any other purposes.

6. Retention

For successful candidates your personal information will be kept for 5 years after the completion of recruitment process. For unsuccessful candidates your personal information will be kept for 12 months after completion of the recruitment process.

7. Special data categories

We will also collect, store and use the following "special categories" of more sensitive personal information:

- Information about your race or ethnicity,
- Sex/Gender.

8. Basis for processing special category data

When we need to carry out our legal obligations or exercise our employment-related legal rights; equal opportunities monitoring; where it is needed to assess your working capacity on health grounds preventing or detecting unlawful acts; performing our functions as a Government Department or a function of the Crown.

9. YOUR RIGHTS

- You have the right to request information about how your personal data are processed, and to request a copy of that personal data.
- You have the right to request that any inaccuracies in your personal data are rectified without delay.
- You have the right to request that your personal data are erased if there is no longer a justification for them to be processed. (Request to delete individual responses will be considered on a case by case basis)
- You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.
- You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

10. WHERE TO SUBMIT A DATA SUBJECT ACCESS REQUEST (DSAR)

If you would like to enact your above rights, you can do so by submitting a Data Subject Access Request at:

HM Treasury Data Protection Unit
G11 Orange
1 Horse Guards Road
London
SW1A 2HQ
dsar@hmtreasury.gov.uk

11. COMPLAINTS

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

12. CONTACT DETAILS

The data controller for your personal data is HM Treasury. The contact details for the data controller are:

HM Treasury
GESR Team
1 Horse Guards Road
London
SW1A 2HQ

020 7270 5000

gesrrecruitmentenquiries@hmtreasury.gov.uk

The contact details for the data controller's Data Protection Officer (DPO) are:

Data Protection Officer

1 Horse Guards Road

London

SW1A 2HQ

privacy@hmtreasury.gov.uk