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Job Applicant Privacy Notice

Summary – how we use your data

When you apply for a job with East Lindsey District Council, South Holland District Council, Boston Borough Council, or Public Sector Partnership Services Ltd (PSPS), we collect and use your personal data to run the recruitment process. This includes your contact details, qualifications, work history, and information we need to meet legal requirements (for example, right to work checks). We may also ask for equality and diversity information used only for monitoring purposes.

We use your data only for recruitment and are stored securely in line with GDPR, DPA 2018 ICO guidance on recruitment practices. . We only share it when necessary (for example, to take up references or carry out background checks). We do not use AI or other automated systems to make decisions about you without a person being involved. If this ever changes, we will tell you what we are doing and explain your rights.

You have rights under UK data protection law, including the right to access your information, have it corrected, object to how it is used in some cases, and ask for deletion in some circumstances. For more details, see the full notice or contact our Data Protection Officer at Data.Protection@pspsl.co.uk.

What this privacy notice covers

When applying for a job with one of the following organisations;

- East Lindsey District Council
- South Holland District Council
- Boston Borough Council
- Public Sector Partnership Services Ltd

Public Sector Partnership Services Ltd will process personal data about you and we may retain this in paper or electronic format. We are Public Sector Partnership Services Ltd (PSPS). We are a Local Authority Trading Company, owned by East Lindsey District Council (ELDC) and South Holland District Council (SHDC) and Boston Borough Council (BBC), with responsibilities for delivering services to all three client Councils and to members of the public on their behalf. The PSPS Data Protection Officer can be contacted at Data.Protection@pspsl.co.uk or in writing to The Data Protection Officer, Public Sector Partnership Services Ltd, The Hub, Mareham Road, Horncastle Lincolnshire, LN9 6PH.

The organisation recruiting to the role (one of the organisations listed above) is the data controller for the personal data you provide as part of your application. Their contact details are at the end of



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this document. In some cases, PSPS acts as a data processor. In practice, this means the recruiting organisation decides how your data is used, and PSPS provides recruitment services on their behalf.

This privacy notice applies to all job applicants, whether you apply for a role directly or indirectly through an employment agency.

Data we collect

We collect and process a range of data during a recruitment process including:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, employment history and experience
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Data about your entitlement to work in the UK
- Data in relation to equity, equality, diversity and inclusion, which is optional to provide

Our lawful basis for processing

Your personal data will be processed under Article 6(1)(b) of the UK General Data Protection Regulation (UK GDPR) for the purposes of entering into an employment contract, or in order to take steps at the request of the data subject prior to entering into a contract. Even if you are not successful in the recruitment process and do not enter into a contract of employment with us these pre-contract negotiations allow us to process your personal data lawfully.

Where special category data is processed, this is done under Article 9 of UK GDPR and the relevant conditions in Schedule 1 of the Data Protection Act 2018. Where we process Special Category Data relating to a disability, we do so to allow us to make reasonable adjustments for candidates in order to carry out our obligations in relation to employment practices. In addition to the above stated lawful basis for processing all data related to recruitment, this can be related to Article 9.2(b) of the UK GDPR. If we collect data about your nationality, this is to enable us to check your right to work in the UK. We do this under Article 6(1)(b) as stated above and Article 9.2 (b) of the UK GDPR, and with the associated condition as defined in the DPA2018, Schedule 1, Part 1, Paragraph 1.

Any Special Category Data collated in relation to Age, Gender, Cultural Background, and Sexual Orientation is to enable equality and diversity surveys to be conducted with the aim of increasing the diversity of applicants and ensuring equality measures are being adhered to. It is not a requirement that equality and diversity data is provided as part of an application it is used to assess and monitor organisational compliance with the Equality Act 2010. The data is processed under article 6(1)(e) and article 9.2(g) of the UK GDPR, and with the associated condition as defined in the DPA2018, Schedule 1, Part 2, Paragraph 8. This data is not considered at any point as part of the application process.



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How we collect your data

We collect data in a variety of ways. For example, data might be contained in application forms, CV's, obtained from your passport or other identity documents or collected through interviews or other formal assessment. We may collect personal data about you from third parties, such as references, data from employment background check providers and data from criminal records checks. We will only seek data from third parties once a job offer to you has been made and we will inform you that we're doing so.

What we use your personal data for

We will use the personal data you provide to process your application.

We will use data relating to disabilities to make reasonable adjustments for candidates.

We do not make recruitment decisions about you based solely on automated processing or profiling. A person will review and make decisions about your application. If this ever changes, we will tell you and explain your rights under UK GDPR, including your right to request human intervention.

Sharing your data

We may need to share the data you have provided with:

- Referees, such as previous employers or education providers, for the purpose of seeking references
- Disclosure and Barring Service
- Occupational Health Provider
- Other Government Agencies, HMRC, CSA
- Managers who are employed by third party organisations not listed above, but acting on behalf of the organisations for which PSPS are the data processor.

We are also required to check individual's immigration status (as applicable) with Government Agencies if your status requires confirmation.

We will not share your personal data in any way other than as stated above unless there is a lawful reason for doing so.

Your personal data will be stored and processed within the United Kingdom. We do not transfer your data outside the UK. If in the future any transfer outside the UK becomes necessary, we will ensure appropriate safeguards are in place in accordance with UK GDPR.

How long your data is kept for

If you are successful, your recruitment data will become part of your employee record and will be kept for the duration of your employment and 6 years plus current after your employment has ended.



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If you are unsuccessful, or you have sent a speculative application for our talent pool, we will keep your application from the date of registration so we can consider you for future opportunities. We will anonymise all personal details once the account has remained inactive for 12 months. Accessing your account will refresh the retention period. You can ask us to delete your data at any time before the 12 months ends by emailing HR@pspsl.co.uk or by removing your candidate profile from the system directly.

Retention periods are reviewed regularly and documented in an internal retention schedule.

Your rights

You have certain rights under the GDPR including asking us to correct anything that is wrong, asking for a copy of your records (unless the law permits us not to give them all to you), to restrict processing based on legitimate interests, data portability, to withdraw consent, to not be subject to solely automated decisions, to object, to lodge a complaint with ICO and to ask for certain records to be deleted, again, if the law allows.

Further information about your rights is available on the website of the Information Commissioner's Office - [For the public | ICO](#)

If you want to exercise your rights or have a concern about the way that we are collecting or using your personal data, we ask that you contact us in the first instance. Alternatively, you can contact the Information Commissioner's Office.

We take appropriate technical and organisational measures to protect your personal data against unauthorised access, alteration, disclosure, or destruction. These measures include secure systems, restricted access, encryption, and regular security reviews.

Complaints

Any queries regarding your data should be addressed to HR in the first instance at: HR@pspsl.co.uk

If the query cannot be resolved, or you wish to make a complaint, you can do so by contacting the Data Protection Officer and then to the Information Commissioners Office at: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

For further information on our Data Protection Policies please go to <http://www.ppspl.co.uk/privacy>

Contact Details

East Lindsey District Council – information.management@e-lindsey.gov.uk
<mailto:customerservices@e-lindsey.gov.uk> or 01507 601111.

South Holland District Council DPO@sholland.gov.uk <mailto:Legal.Team@breckland-sholland.gov.uk> by phone on 01775 761161, or by writing to us at the Council Offices, Priory Road, Spalding, Lincs. PE11 2XE



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Boston Borough Council – data.protection@boston.gov.uk or 01205 314200

Public Sector Partnership Services – data.protection@pspsl.co.uk or 01507 601111