

PRIVACY POLICY

Description of this document

This document consists of:

- a privacy policy describing the processing of applicants' personal data by the Finance the Future Programme in connection with the borough's recruitment, setting out the information prescribed for such notices under the relevant UK Data Protection Law and GDPR; and
- information notices to be provided to applicants at the point where specific information is collected at various stages of the recruitment process, setting out the purposes of collecting the relevant data and other 'core' information and referring readers to the full information notice for more detail.

Purpose of this document and disclaimer

Amberjack provides this document where Amberjack's technology solutions are used in connection with a client's recruitment. It is intended only to assist Amberjack's clients in carrying out their responsibilities as controllers under EU data protection law to ensure that applicants are provided with the appropriate processing information.

The provision of this template privacy policy and information notice does not constitute legal advice and is not intended to be relied upon by Amberjack's clients in connection with their own legal compliance. Amberjack gives no warranties or representations about the content of this document and disclaims all liability in respect of it. The provision of this document does not relieve Amberjack's clients of their obligations as controllers under EU data protection law to provide the processing information to applicants. Amberjack's client remains solely responsible for ensuring that the content of privacy policy and information notice, and its provision to applicants, complies with EU data protection law.

If clients need assistance with editing and using this document or advice about their legal obligations in respect of this template information notice, they should seek their own professional legal advice.

N.B. Although this template includes potentially relevant legal bases, the appropriate legal basis will depend on the client's purposes for processing and factors specific to the client such as laws/regulations applicable to their business/industry and whether they are a private sector company or public authority. Amberjack's clients will need to review the relevant laws and decide which legal bases are suitable for their processing.

The information notice text has been designed to be used with the full privacy policy. If clients use their own information notices or privacy policies instead of the template privacy policy included in this document, the information notice text will need to be edited so that it works with the client's own notice/policy.

Data Protection Privacy Policy for applicants

1. Introduction

- 1.1. We are the Finance the Future Program and we are run by participating London Boroughs and Councils. You can find further details about us and how to contact us and our data protection officer in sections 6, 7 and 8.
- 1.2. This notice explains how we will handle any personal data that you provide, or we otherwise obtain in connection with your application for a job with us.
- 1.3. For the purposes of data protection law, we are the 'controller' of this personal data.

2. How we use your personal data

- 2.1. In this section 2 we have set out:

- (a) the general categories of personal data that we will process in connection with your application;
- (b) the purposes for which we may process that personal data; and
- (c) the legal bases for that processing.

- 2.2. **Registration data:** We may process [the username, email address and password] you submit to register to use our online application system ("**registration data**"). The registration data may be processed for the purposes of [creating a user account for you, enabling you to access your account once created, keeping your account secure and communicating with you in connection with your application]. The legal basis for this processing is our legitimate interests, namely enabling applicants to submit, and us to receive and consider, applications for jobs with us.
- 2.3. **Application data:** We will process the personal data you submit in your application ("**application data**"). The application data may include your contact details, educational and employment history, information about your skills, qualifications and experience and any other information we ask you to provide and/or which you choose to provide in your answers.

As part of the application, we may also ask you to provide information about your racial or ethnic origin, disabilities and health and sexual orientation. We may process this data for different purposes and on a different legal basis from the rest of your application data.

We may process your application data (excluding equal opportunities data and criminal convictions data) for the purposes of considering your application for a job with us and communicating with you in connection with your application. The legal basis for this processing is our legitimate interests, namely the proper consideration of your application for a job with us.

- 2.4. **Equal opportunities data:** We may process any information you provide about [your racial or ethnic origin, disabilities and health and sexual orientation] as part of your application ("**equal opportunities data**"). We may process equal opportunities data for the purposes of monitoring and promoting equal opportunities within our organization, complying with our obligations under laws relating to equal opportunities in employment, pursuing positive action to increase levels of employment of individuals with certain protected characteristics]. The legal basis for this processing is that it is necessary for us to comply with our obligations and enable you to exercise your rights under applicable law in the field of employment.
- 2.5. **Reasonable adjustments data:** If you are invited to complete online tests, participate in a telephone interview or attend an interview or assessment centre, you will be asked whether you will require any reasonable adjustments to enable you to do so ("**reasonable adjustments data**"). We will not ask you for details of any relevant disability or health condition, but you may tell us if you consider that it is necessary for us to be know this information. We will process reasonable adjustments data for the purpose of making the required reasonable adjustments to enable you to participate in and/or attend an interview or assessment. The legal basis for this processing is that it is necessary for us to comply with our obligations and enable you to exercise your rights under applicable law in the field of employment.
- 2.6. **Assessment data:** We may process data relating to any assessments you undertake during the application process ("**assessment data**"). The assessment data may include your answers and the results of the assessment and data generated by the assessment system based on your answers. The source of the assessment data is you and the automated testing system used by us or our assessment service providers. We may process this assessment data for the purposes of assessing your suitability for the job you have applied for. The legal basis for this processing is our legitimate interests, namely assessing the suitability of applicants for jobs with us.
- 2.7. **Interview data:** We may process personal data about you that is revealed/obtained because of you taking part in an interview or assessment centre ("**interview data**"). The interview data may include the interviewer's opinions regarding your performance and the answers you give during the interview or assessment centre. The source of the interview data is you and the interviewers and/or assessors. This interview data may be processed [for the purposes of assessing your suitability for the job you are applying for. The legal basis for this processing is our legitimate interests, namely assessing the suitability of applicants for jobs with us.
- 2.8. **Reference data:** We may process your personal data contained in references that we take up ("**reference data**"). The reference data may include information about your education and employment history, your character, and your performance at work. The source of the reference data is [the referees that you specify in your application]. This reference data may be processed [for the purposes of considering your application]. The legal basis for this processing is our legitimate interests, namely assessing the suitability of applicants for jobs with us.
- 2.9. **Contact data:** We may process information contained in or relating to any communication that you send to us or that we send to you in connection with your application ("**contact data**"). We may process contact data for the purposes of communicating with you, responding to your queries, providing you with assistance in relation to your application, administering your application and our own record-keeping. The legal basis for this processing is our legitimate

interests, namely [the proper administration of our business, recruitment in connection with our business and communications with relevant persons.

- 2.10. **Use of personal data in connection with legal claims:** We may process any of your personal data identified in the other provisions of this notice where necessary for the establishment, exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure. The legal basis for this processing will be the legitimate interests of ourselves and others in bringing and defending legal claims and protecting and asserting our legal rights, your legal rights and the legal rights of others, and where the relevant personal data includes special category data (such as equal opportunities data), the additional legal basis will be that it is necessary for the establishment, exercise or defence of legal claims.
- 2.11. **Use of personal data for other purposes:** In addition to the specific purposes for which we may process your personal data set out in this section 2, we may also need to process your personal data in order to comply with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person. The legal bases for this processing will be that it is necessary for us to comply with a legal obligation to which we are subject or to protect your vital interests or the vital interests of another natural person, and where the relevant personal data includes special category data (such as equal opportunities data), the additional legal basis will be that it is necessary for us to comply with a legal obligation to which we are subject in the field of employment and social security and social protection law or to protect your vital interests or the vital interests of another natural person where you are incapable of giving consent.
- 2.12. Please do not supply any other person's personal data to us unless we prompt you to do so.
- 2.13. If your application is successful and you become our employee, we will provide a new notice to you explaining our processing of employee personal data, which will supersede this notice.

3. Providing your personal data to others

- 3.1. **Our suppliers and subcontractors:** Some of the personal data described in section 2 may be shared with and/or processed and/or generated by our suppliers and subcontractors. Specifically, all personal data obtained via the online application system will be accessible to and processed by Amberjack Global Limited, which has developed and provided and hosts the online application system for the purposes of managing this recruitment round and carries out various recruitment and assessment activities on our behalf and on the basis of our instructions. Members of Amberjack's staff (employees and contractors) will also access and process some of the personal data described in section 2 insofar as is reasonably necessary to carry out their allocated tasks in relation to this recruitment. Some of the personal data may also be shared with providers of online testing used as part of our assessment of applicants, insofar as is reasonably necessary to enable applicants to take the test and for the supplier to provide us with the results of the test. Where this happens, you will be notified of the identity of the test provider and whether your use of the test will be subject to that test provider's privacy notice.
- 3.2. **Other disclosures:** In addition to the specific disclosures of personal data set out in this section 3, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, in order to protect your vital interests or the vital interests of another natural person, or where such disclosure is necessary for the establishment,

exercise or defence of legal claims, whether in court proceedings or in an administrative or out-of-court procedure.

4. Retaining and deleting personal data

- 4.1. This section 4 sets out our data retention policies and procedure, which are designed to help ensure that we comply with our legal obligations in relation to the retention and deletion of personal data.
- 4.2. Personal data that we process for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes.

5. Security of personal data

- 5.1. We will take appropriate technical and organisational precautions to secure your personal data and to prevent the loss, misuse, or alteration of your personal data.
- 5.2. You should ensure that your passwords used to access the online application system are not susceptible to being guessed, whether by a person or a computer program. You are responsible for keeping the passwords confidential and we will not ask you for your passwords (except when you log in to the online application system).

6. Your rights

- 6.1. In this section 6, we have summarised the rights that you have under data protection law. Some of the rights are complex, and not all the details have been included in our summaries. Accordingly, you should read the relevant laws and guidance from the regulatory authorities for a full explanation of these rights.
- 6.2. Your principal rights under data protection law in respect of your personal data that we process are:
 - (a) the right to access;
 - (b) the right to rectification;
 - (c) the right to erasure;
 - (d) the right to restrict processing;
 - (e) the right to object to processing;
 - (f) the right to data portability;
 - (g) the right to complain to a supervisory authority; and
 - (h) the right to withdraw consent.
- 6.3. You have the right to confirmation as to whether we process your personal data and, where we do, access to the personal data, together with certain additional information. That additional information includes details of the purposes of the processing, the categories of personal data concerned and the recipients of the personal data. Providing the rights and freedoms of others are not affected, we will supply to you a copy of your personal data. The first copy will be

provided free of charge, but additional copies may be subject to a reasonable fee.[You can access [your personal data] by logging in to your account on the online application system.]

- 6.4. You have the right to have any inaccurate personal data about you rectified and, taking into account the purposes of the processing, to have any incomplete personal data about you completed.
- 6.5. In some circumstances you have the right to the erasure of your personal data without undue delay. Those circumstances include where the personal data are no longer necessary in relation to the purposes for which they were collected or otherwise processed; you withdraw consent to consent-based processing; you object to the processing; and the personal data have been unlawfully processed. However, there are certain general exclusions of the right to erasure, including where processing is necessary for exercising the right of freedom of expression and information; for compliance with a legal obligation to which we are subject; or for the establishment, exercise or defence of legal claims.
- 6.6. In some circumstances you have the right to restrict the processing of your personal data. Those circumstances are where you contest the accuracy of the personal data; processing is unlawful but you oppose erasure; we no longer need the personal data for the purposes of our processing, but you require it for the establishment, exercise or defence of legal claims; and you have objected to processing, pending the verification of that objection. Where processing has been restricted on this basis, we may continue to store your personal data. However, we will only otherwise process it with your consent; for the establishment, exercise or defence of legal claims; for the protection of the rights of another natural or legal person; or for reasons of important public interest.
- 6.7. You have the right to object to our processing of your personal data on grounds relating to your particular situation, but only to the extent that the legal basis for the processing is that the processing is necessary for the performance of a task carried out in the public interest or in the exercise of any official authority vested in us or the purposes of the legitimate interests pursued by us or by a third party. If you make such an objection, we will cease to process the personal data unless we can demonstrate compelling legitimate grounds for the processing which override your interests, rights and freedoms, or the processing is for the establishment, exercise or defence of legal claims.
- 6.8. You have the right to object to our processing of your personal data for direct marketing purposes (including profiling for direct marketing purposes). If you make such an objection, we will cease to process your personal data for this purpose.
- 6.9. You have the right to object to our processing of your personal data for scientific or historical research purposes or statistical purposes on grounds relating to your particular situation, unless the processing is necessary for the performance of a task carried out for reasons of public interest.
- 6.10. To the extent that the legal basis for our processing of your personal data is consent, and such processing is carried out by automated means, you have the right to receive your personal data from us in a structured, commonly used and machine-readable format. However, this right does not apply where it would adversely affect the rights and freedoms of others.

- 6.11. If you consider that our processing of your personal information infringes data protection laws, you have a legal right to lodge a complaint with a supervisory authority responsible for data protection. You may do so in the EU member state of your habitual residence, your place of work or the place of the alleged infringement.
- 6.12. To the extent that the legal basis for our processing of your personal information is consent, you have the right to withdraw that consent at any time. Withdrawal will not affect the lawfulness of processing before the withdrawal.
- 6.13. You may exercise any of your rights in relation to your personal data by contacting individual Borough's Data Protection Officer in addition to the other methods specified in this section 6.

7. Our details

7.1. Our full legal name is:

- London Borough of Enfield
- Westminster City Council
- London Borough of Islington
- London Borough of Camden
- Kingston and Sutton Shared Finance Services
- London Borough of Kensington and Chelsea
- London Borough of Waltham Forest

7.2. We are registered in England and Wales and our registered office details can be found here:

- London Borough of Enfield: <https://new.enfield.gov.uk/privacy-notice/>
- Westminster City Council; <https://www.westminster.gov.uk/data-protection>
- London Borough of Islington:
<https://www.islington.gov.uk/about-the-council/information-governance/data-protection>
- Waltham Forest - <https://www.walthamforest.gov.uk/service-categories/privacy-notices>
- RBKC – Kensington and Chelsea - <https://www.rbkc.gov.uk/data-protection/data-protection>
- Kingston and Sutton Shared Finance Services -
https://www.sutton.gov.uk/info/200436/customer_services/1947/privacy_notice_and_data_protection/16
- London Borough of Lewisham - <https://lewisham.gov.uk/about-this-site/privacy/main-privacy-statement>

- London Borough of Camden - <https://www.camden.gov.uk/data-protection-privacy-and-cookies>

7.3. You can contact us:

- (a) by post, using the postal address
- (d) by email, using the email address published on our website

8. Data protection officer

8.1. Our data protection officer's contact details can be found here:

- London Borough of Enfield: <https://new.enfield.gov.uk/privacy-notice/>
- Westminster City Council; <https://www.westminster.gov.uk/data-protection>
- London Borough of Islington:
<https://www.islington.gov.uk/about-the-council/information-governance/data-protection>
- Waltham Forest - <https://www.walthamforest.gov.uk/service-categories/privacy-notice>
- RBKC – Kensington and Chelsea - <https://www.rbkc.gov.uk/data-protection/data-protection>
- Kingston and Sutton Shared Finance Services -
https://www.sutton.gov.uk/info/200436/customer_services/1947/privacy_notice_and_data_protection/16
- London Borough of Lewisham - <https://lewisham.gov.uk/about-this-site/privacy/main-privacy-statement>
- London Borough of Camden - <https://www.camden.gov.uk/data-protection-privacy-and-cookies>

