



Data protection notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

For information on how your personal data may be used by us outside of the recruitment process, please see our [privacy notice](#) here.

Who collects the information

The Jersey Data Protection Authority (**Authority**), having delegated its day-to-day responsibilities regarding recruitment to the Jersey Office of the Information Commissioner (**JOIC**) is a 'data controller' and gathers and uses certain information about you. References to the Authority include the JOIC.

Data protection principles

We will comply with the [data protection principles](#) when gathering and using personal information for the purposes of the recruitment process.

We seek to ensure that our information collection and processing is always proportionate. We will update this policy with any changes to the information we collect and the purposes for which we collect and process it.

Purpose and conditions for processing

Our purpose for processing this information is to assess your suitability for a role you have applied for. The lawful basis we rely on for processing your personal data is Schedule 2 Part 1 paragraph 2(b) of the Data Protection (Jersey) Law 2018 (**DPJL 2018**), which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract (i.e. we've advertised a job and you have applied for that role because you want to work with us).

If you provide us with any information about reasonable adjustments you require under the Discrimination (Jersey) Law 2013 (the **Discrimination Law**) the lawful basis we rely on for processing this information is Schedule 2 Part 2 paragraph 18 of the DPJL 2018 and so we can comply with our legal obligations.

The lawful basis we rely on to process any information you provide as part of your application which is special category data (such as health, religious, ethnicity of criminal records information) is Schedule 2 Part 2 paragraph 8 of the DPJL 2018, which relates to our obligations in employment and the safeguarding of your fundamental rights.

What information do we ask for, why and what will we do with it

At each stage of the recruitment process, we will only ask you for the information we need at that stage. E.g., we will not ask you for details of your health or your referees until we have offered you a role.

We will ask you for personal information about your skills, work experience and interest in the role for which you have applied. We do this to assess your suitability for employment with us. We will use the information to progress your application and / or to fulfil our legal or regulatory requirements.

The table set out in Part A of the schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We do not use any of your information for marketing purposes or anything unconnected with the recruitment process.

How we may share the information

If you use our online application system to submit your application, your details will be collected by our processor, Pinpoint, on our behalf. Here is a link to Pinpoint's [privacy notice](#).

Where information may be held

Information may be held at our offices in hard copy or electronic format, and by Pinpoint in electronic format as described in this document.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information for will depend on whether your application is successful, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination, after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first either ask your permission (for example to be considered for future roles) or consider whether the records can be pseudonymised.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment.

Further details on our approach to information retention and destruction are available in our retention policy. Please contact us if you would like to see a copy.

Your rights

As an individual, you have [certain rights](#) regarding your own personal data.

Please contact our Data Protection Officer (**DPO**) if you would like further information on these or to exercise any of these rights.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, mis-used or accessed without authorisation. We limit access to your personal information to those who have a genuine business need to know it during the recruitment process. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach in line with our legal requirements.

How we make decisions about recruitment

Final recruitment decisions are made by the hiring manager and the Human Resources team. We take into account all of the information gathered during the recruitment process. We do not make any decisions using artificial intelligence or similar.

How to complain

We hope that our DPO can resolve any query or concern you raise about our use of your information during the recruitment process. If not, please ask us for further information about your rights and how to make a formal complaint.

Our DPO's contact details are a.king@jerseyoic.org / +44 (1534) 716530.

THE SCHEDULE
ABOUT THE INFORMATION WE COLLECT AND HOLD

Part A
Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (i.e. address, home and mobile phone numbers, email address)	From you	To carry out steps at the request of a data subject with a view to entering into a contract. So, we can progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR and/or the hiring manager to contact you to progress your application, arrange interviews and inform you of the outcome. To inform the relevant manager(s) or department of your application.
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	To carry out a fair recruitment process and to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision.
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form when applying to us online.	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies	We use this to understand the demographic and check that we are providing equal opportunities in our hiring process.

			<p>This information is anonymised via the recruitment system.</p> <p>Data subjects are not identified during any sharing of this information.</p>
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If your application is unsuccessful at this stage, we will keep your information for six months for the purpose of establishing, exercising and/or defending any legal claims, in accordance with our legitimate interests. Any data retained beyond this time will be anonymised.

Part B

For successful candidates, before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Details of your referees	From you, on request (after job offer stage)	To carry out a fair recruitment process.	<p>To carry out a fair recruitment process.</p> <p>Information shared with relevant managers, HR and the referee.</p>
Information regarding your academic and professional qualifications	From you, from your education provider, from the relevant professional body	To verify the qualifications information provided by you	<p>To make an informed recruitment decision</p> <p>Information shared with relevant managers, HR</p>

<p>Information regarding your criminal record</p>	<p>From you and from the Disclosure and Barring Service (DBS). This process is managed on our behalf by the Customer and Local Services department.</p>	<p>To verify the criminal records information provided by you</p>	<p>To make an informed recruitment decision</p> <p>Information shared with the Customer and Local Services department.</p> <p>Declared, unspent convictions may be shared with HR, the hiring manager and the Information Commissioner.</p> <p>This is to make an informed recruitment decision and assess a candidate's suitability for the role.</p>
<p>Your nationality and immigration status and information from related documents, such as your passport, driving licence, registration card or other identification and immigration information</p>	<p>From you and, where necessary, the Population Office and/or Customer and Local Services</p>	<p>We must confirm the identity of our staff and their right to work in Jersey</p> <p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p>	<p>To carry out right to work checks.</p> <p>To comply with legal/regulatory obligations</p> <p>Information may be shared with HR, the hiring manager the Population Office and/or Customer and Local Services.</p>

		To maintain employment records	
A copy of your photo ID	From you	To enter into/perform the employment contract	
Information regarding any reasonable adjustments you require under the Discrimination (Jersey) Law	From you	To ensure that we can take steps to make sure any reasonable adjustments required are provided	To comply with our legal obligations Information shared with relevant managers, HR

If your application is unsuccessful at this stage, we will keep your information, in pseudonymised form, for the purpose of establishing, exercising and/or defending any legal claims, in accordance with our legitimate interests.