

NYnet Limited Recruitment Privacy Notice



This Privacy Notice is designed to help you understand how and why NYnet processes your personal data in regards to recruitment.

Who are we?

NYnet Limited is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

We have appointed **Veritau Ltd** to be our Data Protection Officer. Their contact details are:

Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL
01609 53 2526



Information.governance@veritau.co.uk

What personal information do we collect?

- Your name(s), title, contact details, address, and National Insurance Numbers;
- ID Documents;
- Eligibility to Work
- Previous employment history;
- Education and Professional Qualifications;
- Membership of professional or government bodies;
- Referee Details;
- Equalities information (so that we can monitor workplace equality);
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Any other relevant information you wish to provide to us;

What is our lawful basis for processing your information?

NYnet is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract. This is in line with our obligations under Article 6 (1)(b) and Article 9 (2)(b) of GDPR.

We are also legally required to collect some information as stipulated by employment law.

Why do we collect your personal information?

As part of your job application NYnet will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this process. If you do not provide the requested information we will be unable to fulfil our duties in this respect, and may be unable to take the necessary steps to enter into a contract with you.

Who do we share this information with?

Generally we will keep your personal data within the organisation but in some instances may be required to disclose your personal data to:

- Third party assessment providers (in order to facilitate your suitability for a role)

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

How long do we keep your information for?

Data held	Retention period
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention periods
If your job application is unsuccessful	Your information will be kept for six months

What rights do I have over my personal?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation

- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk // 03031 23 1113
www.ico.org.uk