



Specific Privacy Notice: Recruitment

Introduction

This Privacy Notice has been created to make it easier for you to understand what personal data Lancashire Constabulary processes about you, how and why in connection with the recruitment process.

It meets the requirements placed upon the Chief Constable by the UK General Data Protection Regulation (Articles 13 and 14) in relation to general processing and the Data Protection Act 2018 (Section 44) in relation to law enforcement processing.

It should be read in conjunction with, the force's general Privacy Notice which can be accessed from the home page of Lancashire Constabulary's internet site. This high-level Privacy Notice provides you with complete details of the rights you have relating to the personal data we hold about you now and any personal data we might collect about you in the future.

If you have received a hard copy of this Notice and do not have access to the internet but require a copy of the Lancashire Constabulary Privacy Notice, please contact the Lancashire Constabulary Data Protection Office (contact details below) and they will provide a copy to you.

Your personal data – what is it?

"Personal Data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself, or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the UK General Data Protection Regulation (the "UK GDPR") and the Data Protection Act 2018 (DPA) and other legislation relating to personal data and rights, such as the Human Rights Act 1998.

For what purpose(s) is my personal data intended to be processed by Lancashire Constabulary?

This Recruitment Privacy Notice is intended to cover recruitment of the following types:

- Police officers
- Police Staff
- Special Police Constables
- Police community support officers (PCSO's)
- Cadets
- Volunteers
- Secondments
- Apprentices
- Agency

What is Lancashire Constabulary's legal basis for processing my personal data?

Lancashire Constabulary will comply with data protection law when processing your personal data for recruitment purposes and will ensure the personal data held by you will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely, including ensuring that appropriate technical and security measures are in place to protect your personal data and to protect personal data from loss, misuse, unauthorised access, and disclosure.

The lawful bases under which Lancashire Constabulary may process personal data are as follows:

- UK GDPR Article 6 (1)(b): The performance of a contract with you, the data subject to assist you with your desire to work for Lancashire Constabulary.
- UK GDPR Article 6 (1)(c): To meet a legal obligation, for example to ensure you have the right to live and work in the UK and equality monitoring.
- UK GDPR Article 6 (1)(a): With your consent in terms of any information you may provide about your health, so we might make reasonable adjustments.

Where Lancashire Constabulary process special category data about you, the following lawful basis will be relied upon:

- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.
- Article 9(2)(h) for the purposes of preventative or occupational medicine and assessing your working capacity as an employee.

In addition, Lancashire Constabulary rely on processing conditions at Schedule 1 part 1 paragraph 1 and Schedule 1 part 1 paragraph 2(2)(a) and (b) of the Data Protection Act 2018. These relate to the processing of special category data for employment purposes, preventative or occupational medicine and the assessment of your working capacity as an employee.

What are the categories of personal data collected?

The personal data that Lancashire Constabulary may collect for the purposes of recruitment are:

- Name, address, and any other contact details such as email address and telephone numbers.
- Previous employment history, references, and educational history.
- Protective characteristic data.
- Passport/visa/driving license details.
- Health details, including any requirement/request for reasonable adjustments.
- Criminal record, including unspent convictions.
- Qualifications.
- National Insurance Number.

Who will my personal data be disclosed to by Lancashire Constabulary?

Lancashire Constabulary may engage the services of commercial companies to store and manage your information on our behalf. Where we have these arrangements, there is usually a contract, memorandum of understanding or information sharing agreement in place to ensure that the requirements of the UK GDPR on handling personal data are met. There may also be occasions where we may be required to share your information with other organisations. Lancashire Constabulary will take steps to ensure any disclosures of personal data are lawful, necessary, and proportionate. Whenever we share your personal information, sharing options will be evaluated to ensure that your data is shared in the most secure manner.

Will Lancashire Constabulary use social media platforms for recruitment purposes?

Lancashire Constabulary occasionally use third parties to engage with individuals on different social media platforms to advertise any up-and-coming vacancies; in these instances, no personal data will be processed by the third party.

How will Lancashire Constabulary keep your information secure?

Lancashire Constabulary are committed to ensuring that your personal data is safe. To prevent unauthorised access or disclosure, we have put in place suitable physical, electronic, and managerial procedures to safeguard and secure the information that we hold about you. These include:

- Secure work areas.
- Information governance training for our staff.
- Access controls on systems.

- Encryption of personal data.
- Testing, assessing, and evaluating the effectiveness of technical security controls.

How long will my personal data be retained by Lancashire Constabulary?

Information in relation to recruitment will be held in accordance with the Lancashire Constabulary Record Retention Schedule.

Your rights

Amongst other rights, you have a right to [request a copy](#) of personal information that Lancashire Constabulary holds about you.

Further details of all your rights can be found within the general [Privacy Notice](#) referred to above.

The person who determines the purpose and means by which your personal data is processed is:

Chief Constable of Lancashire Constabulary
Lancashire Constabulary
HQ
Saunders Lane
Hutton
PR4 5SB

The contact details of Lancashire Constabulary's Data Protection Officer:

The Data Protection Officer
Lancashire Constabulary
Police Headquarters
Saunders Lane
Hutton
PR4 5SB

Email: data.protection@lancashire.police.uk

If you wish to Complain

The Information Commissioner is the independent regulator responsible for enforcing the Data Protection Act and advising on privacy rights. The information Commissioner's Office contact details are as follows:

The Information Commissioner's Office can be contacted as follows:

Telephone: 0303 123 1113

Website: <https://ico.org.uk/make-a-complaint/>

Mail: The Information Commissioner's Office
Wycliffe House
Wilmslow
Cheshire

SK9 5AF