

## **Fair Processing Notice – Job Candidates**

Merseytravel is the ‘controller’ for the personal information you provide. This means that we decide the purpose and means of how your data is used as part of your prospective or actual employment with Merseytravel.

If you have any questions about how your information is being used you can contact Merseytravel’s Data Protection Officer at

[DPO@merseytravel.gov.uk](mailto:DPO@merseytravel.gov.uk)

0151 330 1679

1 Mann Island, Liverpool, L69 3HN

## **Description of the categories of personal data**

The categories of information being processed include your name, contact details, academic and training qualifications and employment history.

In addition, we also process some ‘special categories’ of your personal data, such as information related to your

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- data concerning health
- sex life or sexual orientation

When applicable, we also process data related to criminal convictions.

In some cases, Merseytravel collects personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks permitted by law.

## **Purpose of the processing and the legal basis for the processing**

Your information is being used by Merseytravel to process your job application, and we are able to do this with a view to entering into an employment contract with you.

In the case of special categories of personal data, we process data about your health to protect your vital interests and to ensure that you are medically fit to perform the role. We will only request data relating to your health once a provisional offer of employment has been made and we share the data with an external occupational health advisor.

We collect data relating to disability in order to ensure that, where needed, reasonable adjustments are made to the recruitment and selection process.

We are also required to process information related to your protected characteristics as defined by the Equality Act 2010 as part of our obligations under employment law, specifically the Public Sector Equality Duty as derived from the Equality Act 2010.

You are not required to complete the non-mandatory fields of the application form. If you choose to do so our processing will be based on your consent, or in the case of special category data your explicit consent. This information is used for the purposes of equal opportunities monitoring and meeting our duties under the Public Sector Equality Duty.

### **Any recipient or categories of recipients of the personal data**

Your information will be shared with our service providers for the purposes of payroll administration and occupational health services. Contact details of these providers are available from the Data Protection Officer.

The General Data Protection Regulation (GDPR) allows for your information to be shared for reasons such as fraud investigation and criminal investigations. Merseytravel will at all times ensure that any disclosure of your information is necessary for a legitimate purpose under the legislation.

### **Retention period or criteria used to determine the retention period**

In the event of your successful appointment to the role your data will be kept for a period of 6 years from the date you leave your employment with Merseytravel. This retention has been determined by Merseytravel's legal obligations under the Limitation Act 1980.

In the event of unsuccessful applicants your data will be kept for a period of 6 months from the notification of the successful candidate. This retention has been determined by Merseytravel's legal obligations under the Equality Act 2010.

Further details of how long information is stored can be found in Merseytravel's Records Retention Schedule, which is available from the Data Protection Officer.

### **The existence of each of data subject's rights**

The GDPR provides you with the following rights when it comes to your personal data:

- The right to be informed how your personal data is being processed
- The right of access to the personal data we hold about you, which includes providing copies of the information to you within one month of a request. We may charge a reasonable fee to provide this information based on our administrative costs of responding (i.e. photocopying, postage, etc.).
- The right to rectification of any incorrect or incomplete data we hold about you
- The right to erasure, also known as 'the right to be forgotten', where
  - Your information is no longer required for the purpose it was collected
  - You withdraw your consent

- You object to Merseytravel processing your information (and there is no overriding legitimate interest for continuing the processing)
  - Merseytravel has breached the GDPR when processing your data
  - There is a legal obligation to delete the data (such as a court order)
- The right to restrict processing, which limits what Merseytravel can do with your information
- The right to data portability, where any automated processing of your information based on your consent or as part of a contract is made available for your reuse
- The right to object to direct marketing or any processing based on the performance of a task in the public interest/exercise of official authority or for the purposes of scientific/historical research and statistics.
- Rights in relation to automated decision making and profiling, where a decision made by a computer has a legal or significant effect on you.

### **The right to withdraw consent at any time**

If our legal basis for processing your personal data is your consent, you have the right to withdraw this at any time.

### **The right to lodge a complaint with a supervisory authority**

You have the right to lodge a complaint regarding the processing of your personal data to the UK's supervisory authority, the Information Commissioner, who can be reached using the details below:

The Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire SK9 5AF  
[www.ico.gov.uk](http://www.ico.gov.uk)  
0303 123 1113

### **Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data**

Merseytravel is required to process your information with a view to entering into an employment contract with you. Failure to complete the mandatory fields on the application form would lead to Merseytravel being unable to process your submission and would mean that we would ultimately not be able to employ you.