

SYPTE Recruitment – Privacy Notice

All the information you provide to South Yorkshire PTE during the recruitment process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our Human Resources team will have access to all this information.

You are also being asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any individuals outside of our Human Resources team, including panel members, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Shortlisting

Our selection panel shortlist all applications received. They will not be provided with your name or contact details or with your equal opportunities information if you have provided it.

Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us.

Provisional offer

If we make a provisional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a formal offer. We are required to confirm the identity of our employees, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You may be asked to complete a criminal records declaration to declare any unspent convictions.
- We will contact your referees, using the details you provide in your application, directly to obtain references
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is done through a data processor (please see below).

If we make a formal offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

Occupational Health Provider– Medigold Health

Medigold Health are our Occupational Health provider. If we make you a provisional offer, we will ask that you complete a questionnaire which will help to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively.

We will send you a link to the questionnaire which will take you to Medigold Health website. The information you provide will be held by Medigold Health who will provide us with a fit to work certificate or a report with recommendations. You can request to see the report before it is sent to us. If you decline for us to see it, then this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by Medigold Health.

Here is a link to their Privacy Notice <http://www.medigoldhealth.com/Home/PrivacyNotice>

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 3 months from the closure of the campaign.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

Your Rights

You have the right to review and update your personal details by using the contacts below.

You have the right to access information held about you. Any access requests should be made to the contact details below.

You have the right to object to or restrict our data processing, the right to be forgotten by us and the right to withdraw consent for us to use your data. Clearly in certain circumstances this would mean we could not provide our services to you.

Our security procedures mean that we may have to request proof of identity before we disclose information to you.

Changes to Our Privacy Policy

This policy was last updated May **2018**. Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you by e-mail. Please check back frequently to see any updates or changes to our privacy policy.

How to contact us.

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to us by writing to us at:

Human Resources Team
South Yorkshire PTE
11 Broad Street West
Sheffield
S1 2BQ

email us at traveline@sypte.co.uk

or call us on 01709515151

Our Data Protection Officer

Can be contacted at DPO@SYPTE.co.uk

You have the right to make a complaint to the Information Commissioners Office at <https://ico.org.uk/for-the-public/>