**Privacy Notice**

**Welsh Government - Recruitment Process**

External applicants for Welsh Government posts

**Background**

The purpose of this notice is to explain how the Welsh Government processes personal and sensitive personal data in relation to external applicants who apply for Welsh Government posts and Ministerial appointments.

Please note that, for the purposes of this note, the Welsh Government is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact our Shared Services Centre SharedServiceHelpdesk@gov.wales or the Public Appointments Unit PublicAppointments@gov.wales.

**What will we do with the information you provide to us during the recruitment process?**

All of the information you provide 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 the European Economic Area. The information you provide will be held securely by us and/or our data processors 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 other information you provide to us during the recruitment process to assess your suitability for the role you have applied for.

If you have applied for a Ministerial appointment that is subject to a pre-appointment hearing then your CV, biographical information, conflict of interest and political activity data will be shared with the Assembly Commission and published as part of their report into your suitability as a candidate.

**What information do we ask for, and why?**

The information we ask you to provide is used to assess your suitability for appointment as a Welsh Government employee or as a Ministerial appointment. We do not collect more information than we determine we need to fulfil our stated purpose of assessing your suitability for employment or engagement by the Welsh Government and will not retain it for longer than is necessary.

Some of the information we ask for is needed to assess your eligibility and/or suitability for the role you have applied for, and although you do not have to provide what we ask for, it might affect your application if you don’t do so.

**Application stage**

If you use our online application system, this will be collected by a data processor on our behalf (please see below).

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, qualifications and/or education and for details of referees who we may contact in the event that we make you a conditional job offer or appointment as an office holder. During the recruitment process we will also ask you for answers to questions relevant to the role you have applied for. Staff in our HR Recruitment Teams will have access to all of this information when you apply for employment at the Welsh Government. Officials in the Welsh Government sponsor team managing recruitment to a Ministerial appointment and staff in the Public Appointments Unit will have access to this information when you apply for a Ministerial appointment.

You will also be 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 anyone not involved in the recruitment process, including hiring managers in relation to employment decisions and sponsor teams in relation to Ministerial appointments, in a way which can identify you. Any information that you do provide will be used only to produce and monitor equal opportunities statistics.

**Applications made in Welsh**

Where applications are made in Welsh, and some/all panel members are non Welsh speaking, we will translate your application form. For this service we have contracted with external translation providers, and they will have access to all the information provided on your application form and supporting evidence. They will not be provided with your equal opportunities information if you have provided it.

**Shortlisting**

Interview panel members and HR staff shortlist applications for interview depending on the post being recruited to and will have access to the information you provide during the recruitment process. Staff managing the recruitment process in the sponsor team and in the Public Appointments team will have access to the information you provide in relation to applications for public appointments. None of these however will be provided with any equal opportunities information if you have provided it.

**Assessments**

We might ask you to participate in assessment events, 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. For example, you might complete a written test or we might take interview notes. This information is held by the Welsh Government.

**Conditional offer**

*Employment with the Welsh Government*

If we make a conditional 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 final offer of employment with the Welsh Government. We are required to confirm the identity of our staff, 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 one of our offices with original documents. We will take copies.
* Proof of your qualifications (if applicable for the role) – you will be asked to attend one of our offices with original documents. We will take copies.
* You will be asked to complete a criminal records declaration to declare any unspent convictions.
* We will provide your email address to Powys County Council who will contact you to complete an application for a Basic Criminal Record check via the Disclosure and Barring Service, or Access NI, which will verify your declaration of any unspent convictions. In line with the DBS Code of Practice, Powys County Council DBS Unit will retain disclosure information, its content or any representation of the same in any format for no longer than is necessary and for a maximum of six months following the recruitment decision unless a dispute is raised or, in exceptional circumstances, where DBS agreement is secured.
* We will contact your referees directly, using the details you provide in your application, 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 final offer of employment, we will also ask you for the following information once you have accepted the offer:

* Bank details – to process salary payments
* Emergency contact details – so we know who to contact in case you have an emergency at work
* Whether you are a current or former member of a Civil Service Pension scheme – so we can arrange for your membership to continue or to send you a questionnaire to determine whether you are eligible to re-join your previous scheme.

*Ministerial appointment*

If we make a conditional offer of a Ministerial appointment we may ask you for information so that we can carry out due diligence and/or security checks. You must successfully complete these checks to progress to a final offer.

If we make a final offer, we may also ask you for your bank details so that we can pay you a daily fee, where applicable, and travel and subsistence costs. Where another public body is to pay your daily fee and/or travel and subsistence costs then the Welsh Government will provide them with your contact details so that they can obtain this information from your directly.

**Enhanced Security Clearance**

Some roles at the Welsh Government require a higher level of security clearance – this will be made clear on the advert for the post or appointment. If this is the case, then you will be asked to submit information via the National Security Vetting process to United Kingdom Security Vetting.

United Kingdom Security Vetting (UKSV) will send Welsh Government the findings in order for Welsh Government to make a determination on your appointment. If it is unsuccessful, the Welsh Government will not be told the reason(s) why but we may need to review your suitability for the role or how you perform your duties.

**Use of data processors**

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct. Further details of who these data processors are and the information to which they will have access is set out below.

**WCN**

When you use our online application system, you will provide the requested information to WCN who provide this online service for us. Once you click ‘apply now’ you will be taken to WCN’s website and they will hold the information you submit but the Welsh Government will have access to it.

WCN are the data processors in respect of providing our on-line recruitment system. They play no part in the recruitment process. Your data will be held by WCN for up to 3 years after the recruitment scheme has closed.

**CGI**

If you are employed by the Welsh Government or the Welsh Government pays your daily fee, relevant details about you will be provided to CGI who provide payroll services to the Welsh Government. This will include your name, bank details, address, date of birth, National Insurance Number, salary or daily fee where applicable and pension scheme membership.

**MyCSP**

If you are employed by the Welsh Government, your details will be provided to MyCSP who are the administrators of the Civil Service Pension Scheme, of which the Welsh Government is a member organisation. You will be auto-enrolled into the pension scheme and details provided to MyCSP will be your name, date of birth, National Insurance number and salary.

**Health Declaration**

InSync Corporate Healthcare currently provide our Occupational Health clinical service. If we make you a conditional offer of employment, we will ask that you complete a questionnaire to allow the Occupational Health service to help determine whether you are fit for work that you have been offered, or to recommend to us any adjustments that may be needed to the work environment or systems so that you may work effectively.

We will send you a form with your conditional letter which is returned to Welsh Government in a sealed envelope and passed directly to the Occupational Health service. The information you provide will be held by the Occupational Health service which will provide us with a fit to work confirmation or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline permission for us to see it, this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by the clinical team.

We will not require a health declaration if you are offered a Ministerial appointment.

**Management Information**

From time to time we draw information from our on-line recruitment system about our recruitment campaigns. This is anonymised information which tells us about the effectiveness of campaigns, for example, the source from which we get the most candidates or equal opportunities information for monitoring purposes. This anonymised information will be retained in line with the Welsh Government’s retention schedule.

**How we make decisions about recruitment?**

For employment by the Welsh Government, final recruitment decisions are made by hiring managers and/or members of our HR Recruitment team. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by contacting our Corporate Shared Service Centre in the first instance SharedServiceHelpdesk@gov.wales

For Ministerial Appointments, final recruitment decisions are made by the relevant Minister. You are able to ask about decisions made about your application by contacting the Public Appointments Unit at PublicAppointments@gov.wales

**Reappointments to Ministerial appointments**

In order to be considered for a reappointment a recent satisfactory performance appraisal is required. Your performance appraisal will be shared with Welsh Government officials in the relevant sponsor division and with the Minister and the private office. If the Minister offers to reappoint you for a further term of office then you will be asked to complete a political activity questionnaire, diversity data and conflict of interest data. Staff at the Public Appointments Unit and the official in the sponsor team responsible for managing the Welsh Government’s relationship with your board will have access to this information.

**Secondments**

We also engage people on a secondment basis from time to time.

If you are seconded to the Welsh Government, we will ask for medical information to assess whether reasonable adjustments are needed. We might also ask you to complete our pre-employment checks or to obtain security clearance via the National Security Vetting process – which is described in this Notice above. Whether you need to do this will depend on the type of work you will be doing for us.

**How long is the information retained for?**

All information provided during the recruitment process will be retained in accordance with criteria set out in the Welsh Government’s retention schedule. In determining how long information is retained for, the Welsh Government will apply the principles set out in its retention schedule, a copy of which is available on request from the Corporate Shared Service Centre (SharedServiceHelpdesk@gov.wales or 03000255454).

**TUPE transfers into Welsh Government**

For individuals whose employment is proposed to transfer to the Welsh Government as a result of the application of the Transfer of Undertakings (Protection of Employment) Regulations 2006, we may receive information about you as part of that process. This may include your name, date of birth, particulars of your employment (including your job title, job description, salary and length of employment), details of any legal, disciplinary or grievance action taken against or brought by you in the previous 2 years and any collective agreements applicable to your employment. If your employment does not transfer to the Welsh Government, this information will be deleted immediately. If your employment does transfer, the information will be retained in accordance with the Welsh Government’s retention schedule.

**How we share your information with other public bodies**

Where it is required to and/or where it deems it appropriate to do so, the Welsh Government may share information with other public bodies, which include:

• The Civil Service Commission to allow the Commission to discharge its statutory responsibilities in relation to compliance, complaints and investigation.

• The Advisory Committee on Business Appointments to allow the Committee to provide advice under the UK Government’s Business Appointments Rules.

• The Office of the Commissioner for Public Appointments to allow the Commissioner to process case work in compliance with the Governance Code for Public Appointments.

**Your rights in relation to your information**

You have the right:

* To access the personal data we are processing about you.
* To require us to rectify inaccuracies in that data.
* To object to processing (in certain circumstances).
* For your data to be ‘erased’ (in certain circumstances).
* To lodge a complaint with the Information Commissioner’s Office (ICO) who is the independent regulator for data protection.

For further information about the information that the Welsh Government holds and its use, or if you wish to exercise your rights under GDPR, please contact:

Data Protection Officer

Welsh Government

Cathays Park

Cardiff

CF10 3NQ

Email: data.protectionofficer@gov.wales

The contact details for the Information Commissioner’s Office are:

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Telephone: 0165 545 745 or 0303 123 1113

Website: [www.ico.gov.uk](http://www.ico.gov.uk)