**Data controller:** Policy Research Unit Limited, East Cloister, House of Commons, London SW1A 0AA. (“the PRU”)

**Data protection officer:** David Bean, Policy Research Unit Limited, East Cloister, House of Commons, London SW1A 0AA. Email: beand@parliament.uk, telephone number: 020 7219 0599.

*As part of any recruitment process, the PRU collects and processes personal data relating to job applicants. The PRU is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.*

**What information does the PRU collect?**

The PRU collects a range of information about job applicants. This includes

* your name, address and contact details, including email address and telephone number
* details of your qualifications, skills, experience and employment history
* information about your current level of remuneration, including benefit entitlements
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
* information about your entitlement to work in the UK; and equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The PRU collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The PRU may also collect 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. The PRU will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does the PRU process personal data?**

The PRU needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the PRU will need to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The PRU has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the PRU to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The PRU may also need to process data from job applicants to respond to and defend against legal claims.

The PRU processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the PRU processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes only with the explicit consent of job applicants which can be withdrawn at any time.

If your application is unsuccessful, the PRU will keep your personal data on file in case there are future employment opportunities for which you may be suited. The PRU will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers and IT staff if access to the data is necessary for the performance of their roles.

The PRU will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The PRU will then share your data with former employers to obtain references for you and the Parliamentary Pass Office to obtain security clearance mandatory for a role here.

The PRU will not transfer your data outside the European Economic Area.

Your data will be held on the parliamentary network, and the PRU has data processing agreements in place with the House of Commons Authorities to ensure that your data is safeguarded appropriately on the parliamentary network.

**How does the PRU protect data?**

The PRU takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. The PRU uses the parliamentary email system to communicate electronically. This is supported by extensive Parliamentary Digital Services (PDS) resources to ensure that the system remains secure and to ensure that your data is not disclosed. Data is also stored on the shared drive on the Parliamentary network. This is secured by PDS resources and access is limited to those involved in the recruitment process.

**For how long does the PRU keep data?**

If your application for employment is unsuccessful, the PRU will hold your data on file for twelve months after the end of the relevant recruitment process. If you agree, during that period, the PRU may contact you for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have a number of rights. You can:

access and obtain a copy of your data on request;

require the PRU to change incorrect or incomplete data;

require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

object to the processing of your data where the PRU is relying on its legitimate interests as the legal ground for processing; and

ask the PRU to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the PRU's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the PRU’s data protection officer (contact details above).

If you believe that the PRU has not complied with your data protection rights, you can complain to the Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the PRU during the recruitment process. However, if you do not provide the information, the PRU may not be able to process your application properly or at all.

You are under no obligation to provide information for any equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

**Document change history record**

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| --- | --- | --- | --- |
| **ISSUE** | **DESCRIPTION OF CHANGE** | **APPROVED BY** | **DATE OF ISSUE** |
| 1 | Initial Issue | PR  | 03.07.2018 |
| 2 | Data Protection Officer Update | PR  | 02.09.2019 |

Polly Roberts is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

This procedure was approved by Polly Roberts on 03.07.2018 and was issued on a version control basis.