

## The Office of the Data Protection Authority

### Candidate Data Processing Notice

This notice applies to the recruitment process only. For information on how your personal data is used by us in any other scenario, please view our [Data Processing Notice](#).

#### Who are We?

We are the Office of the Data Protection Authority for the Bailiwick of Guernsey (ODPA). Our legal identity and powers come from the Data Protection (Bailiwick of Guernsey) Law, 2017 (and associated statutory instruments) (the Law) where we are described as 'the Authority'. You can find contact details [here](#).

#### Data Protection Officer (DPO)

The Data Protection Officer for the ODPA is Rachel Masterton, who can be contacted by email [r.masterton@odpa.gg](mailto:r.masterton@odpa.gg)), telephone (+44 (0)1481 742074) or in writing (contact details [here](#)).

#### Types of information we collect

This statement covers the information you share with us and/or which may be acquired or produced by the Office of the Data Protection Authority ("ODPA") during the application or recruitment process including:

- your name, address, email address, telephone number and other contact information;
- your resumé or CV, cover letter, previous and/or relevant work experience or other experience, education or other information you provide to us in support of an application and/or the application and recruitment process;
- information from interviews and screenings you may have, if any;
- details of the type of employment you are currently enjoying or may be looking for, current and/or desired salary and other terms relating to compensation and benefits packages or other job preferences;
- details of how you heard about the position you are applying for;
- any sensitive and/or demographic information obtained during the application or recruitment process such as information about your citizenship and/or nationality and medical or health information;
- reference information and/or information received from background or criminal records checks (where applicable), including information provided by third parties; and/or

- information relating to any previous applications you may have made to ODPa and/or any previous employment history with the ODPa.

### **Lawful processing condition**

The processing of personal data throughout the recruitment process will be necessary for and as a result of steps taken by yourself with a view to entering into an employment contract with the ODPa. The exception to this will be any information required to establish your immigration or 'Right to Work' status, both of which relate to legal obligations placed upon us and for which we rely on the legal obligations processing condition and legal obligations for employment processing condition for any special category data such as race or ethnic origin.

### **How we use information we collect**

Your information will be used by the ODPa for the purposes of carrying out its application and recruitment process that includes:

- assessing your skills, qualifications and interests against our career opportunities;
- verifying your information and carrying out reference checks and/or conducting background or criminal records checks (where applicable) if you are offered a job;
- communications with you about the recruitment process and/or your application(s), including, in appropriate cases, informing you of other potential career opportunities at the ODPa;
- complying with applicable laws, regulations or other legal duties;
- the ODPa may also use service providers acting as data processors on the ODPa's behalf to perform some of the services described above including for the purposes of shortlisting, verification and / or background or police checks. These service providers are located in the Bailiwick of Guernsey;
- all your information will be considered confidential. The ODPa will not use or disclose your information except as provided for in this statement or if disclosure is required to fulfil a legal obligation; and
- it is your responsibility to obtain consent from referees before providing their personal information to the ODPa.

### **Retention of your information**

The ODPa will retain your information for the following periods:

- if unsuccessful for the role(s) you have applied for, 6 months after receipt of your initial application; or

- if interviewed for a post, 6 months from our last contact with you. Information retained for this period will include interview notes, interview questions and answers and any other relevant information supplied by you;
- if you are offered and accept employment with the ODP, the information collected during the application and recruitment process will become part of your employment record. Full details of the ODP records management policy will be made available to you at that time.

## **Your Rights**

The Law provides you with a number of [specific rights](#).

If you want to make a submission in respect of any one of these rights, please contact our data protection officer.

## **Complaints and Appeals**

Section 67 of the Law provides for a right to complain to the Authority. Sections 82 and 83 of the Law provides for rights of appeal. Where that complaint relates to the processing of personal data by the ODP, specific procedures are in place to ensure appropriate review.

Complaints can be lodged via the Online Complaints page of our website or using the contact details listed [here](#).

Revised 09 June 2021