

Privacy Notice

Abbreviated version - MyJobScotland

Data Protection Act 2018

The information we ask for at the recruitment stage is used to assess your suitability for employment. You do not have to provide what we ask for but it might affect your application if you do not.

Should you be successful in gaining employment then the information you supply on this form will be used to fulfil the terms of your contract of employment and other associated processes.

We will also use your information to verify your identity where required, contact you by post, email or telephone and to maintain our records. We also need to process more sensitive personal information about you in order to meet our legal obligations in relation to employment, social security and social protection law, such as to monitor the application of our Equal Opportunities in Service Delivery and Employment policy.

In addition to HR and Payroll employees and as well as your line manager and those managers directly senior to them, should you become an employee then your personal information may be shared as necessary with other public sector agencies to protect public funds by preventing fraud.

You can find out more about how we handle applicant and employee information, in particular which organisations it is shared with and your rights in respect of it by reading the full HR Privacy Notice on <https://www.eastrenfrewshire.gov.uk/privacy>