

SPCB Privacy Notice

This privacy statement explains how we collect and use personal information about you for the following process.

Processing applications for the recruitment of the Advisory Audit Board; Internal Audit Support and Statutory auditor for Audit Scotland on behalf of the Scottish Commission of Public Audit

The purpose(s) of the processing

We will process your personal information to enable us to consider your suitability for an advertised vacancy. This may include collecting your personal information, recording it, storing it, using it, amending it and destroying it.

In general, we process your personal information to:

- Assess your suitability for the advertised position
- Make a decision about your recruitment or appointment,
- Contact you in relation to your application

The Categories of Information processed

Normal category data is processed which includes; title, name, home address, email address, telephone number, qualifications, previous employment history, employment reference addresses, skills and experiences.

Special categories of data are also requested for monitoring of equal opportunity and treatment which may include, gender, ethnicity, nationality, sexual orientation, disability, religion/belief.

The Legal Basis of Processing

- The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (Art 6(1)(b) GDPR).
- The processing is necessary for legitimate interests (Art 6(1)(f) GDPR) in order to select a suitable candidate.
- The processing of special categories of data is necessary to exercise or perform employment law rights and obligations and to review equality of opportunity or treatment (Art 9(2)(b) GDPR). Applicants are not under an obligation to provide data to us.

Source of the information

At this stage of the recruitment process all personal data will be provided by the applicant only.

Data sharing

Your application will be reviewed by the Internal Audit and HR offices and shared with the interview board. We will not pass your personal details to any other third party.

Retention of Data

Personal details for unsuccessful applications are retained for 6 months then automatically deleted from our system in line with the SPCB document retention schedule.

Your rights

The GDPR sets out the rights which individuals have in relation to personal information held about them by data controllers. These rights are listed below, although whether you will be able to exercise each of these rights in a particular case may depend on the purpose for which the data controller is processing the data and the legal basis upon which the processing takes place.

Access to your information – You have the right to request a copy of the personal information about you that we hold. For further information, see our Data Subjects' Access Requests Policy.

Correcting your information – We want to make sure that your personal information is accurate, complete and up to date and you may ask us to correct any personal information about you that you believe does not meet these standards.

Deletion of your information – You have the right to ask us to delete personal information about you where:

- You consider that we no longer require the information for the purposes for which it was obtained.
- You have validly objected to our use of your personal information – see *Objecting to how we may use your information* below
- Our use of your personal information is contrary to law or our other legal obligations.

Objecting to how we may use your information – we use your personal information to perform tasks carried out in the public interest then, if you ask us to, we will stop using that personal information unless there are overriding legitimate grounds to continue.

Restricting how we may use your information – in some cases, you may ask us to restrict how we use your personal information. This right might apply, for example, where we are checking the accuracy of personal information about you that we hold or assessing the validity of any objection you have made to our use of your

information. The right might also apply where this is no longer a basis for using your personal information but you don't want us to delete the data. Where this right to validly exercised, we may only use the relevant personal information with your consent, for legal claims or where there are other public interest grounds to do so.

Please contact us in any of the ways set out in the *Contact information and further advice* section if you wish to exercise any of these rights.

Changes to our privacy statement

We keep this privacy statement under regular review and will place any updates on this website. Paper copies of the privacy statement may also be obtained using the contact information below.

This privacy statement was last updated on [25 May 2018].

Contact information and further advice

If you have any further questions about the way in which we process personal data, or about how to exercise your rights, please contact the Head of Information Governance at:

The Scottish Parliament

Edinburgh

EH99 1SP

Telephone: 0131 348 6913 (Calls are welcome through the Text Relay service or in British Sign Language through [contactSCOTLAND-BSL](#).)

Email: dataprotection@parliament.scot



HAPPY TO **TRANSLATE**

Please contact us if you require information in another language or format.