



Strathclyde Partnership for Transport

Privacy Notice - Recruitment

Who we are/the service

Strathclyde Partnership for Transport (“**SPT**”) is, in terms of the Transport (Scotland) Act 2005, the Regional Transport Partnership (“**RTP**”) for the west of Scotland, covering 12 local council areas and has its main office at 131 St Vincent Street, Glasgow, G2 5JF.

When you apply for a post with SPT, we collect and process your personal information for the purpose of recruitment, and in anticipation of entering into a contract with you.

This Privacy Notice explains how we collect and use your personal data in relation to SPT’s recruitment process.

Personal data we hold includes:

- Documents that confirm your identity and your entitlement to work in the UK
- Full name, address, telephone number and e-mail address
- Gender
- Date of birth
- National insurance number
- Nationality
- Marital status
- Information about your experience, your education and qualifications
- Information about your training and development
- Application form and/or CV
- Referees’ details and references provided which relate to you
- Previous salary and salary expectations
- Performance at any interviews/assessment centre
- The information you provide and our supplier provides in relation to any background checks that SPT undertakes

The special category personal data we may hold relates to your:

- Ethnic origin
- Religion
- Health and well-being, including any conditions you have and any treatment/medication you are receiving/taking, and the results of any medical assessment
- The results of any personality testing/analysis and/or psychometric testing that you undertake
- Sexual orientation

in so far as you have provided this information.

We may also hold Information relating to your criminal convictions record and any information provided by Disclosure Scotland where relevant to your post, which is processed similarly to special category data.

How we obtain your personal data

- You provided your personal data when you completed and submitted an application form and/or CV when you applied for a post with SPT.
- We have received information through pre-employment checks, vetting and references from external parties.
- We collect information during the recruitment process, for example from interview questionnaires or assessment results.

The purpose of processing your personal data

This data enables SPT to:

- evaluate your application and assess your suitability for the role in question
- make a decision on whether you should be selected for interview and appointment
- carry out pre-employment vetting/screening
- review and audit the recruitment process and its outcomes
- comply with legal obligations relating to equalities monitoring
- allow adequate investigation/defence of claims/proceedings/disputes

The legal basis for using your personal data

We process your personal data lawfully and fairly in accordance with data protection legislation. Special category data and data related to criminal offences is processed as part of our statutory functions.

Specifically, the following legal bases apply to the processing of the personal and the special category personal data you have provided/we have collected:

- Contract
- SPT's Public Task
- Legal obligation
- Employment law
- Health and social care

How we store your personal data/keep it secure

SPT is committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the data we collect from you.

Where SPT engages third parties to process personal data on our behalf, they do so on the basis of clear written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measure to ensure the security of the data.

The length of time we keep your personal data

SPT will retain your data for as long as it is necessary, reasonable and proportionate to do so in order to process your application, and in line with our retention policies. If your application for employment is successful, SPT will then use your personal information to manage and administer its employment relationship with you.

If you are unsuccessful, your information is securely disposed of after 12 months.

Applications made through Vacancy Filler (see 'Sharing your personal data' below) can be deleted by the applicant at any time.

Sharing your personal data

SPT uses Vacancy Filler, an online recruitment tool to assist in the recruitment process.

SPT uses Sterling (EMEA) Limited to undertake background checks for certain roles.

Our occupational health provider is People Asset Management (PAM) Group Occupational Health and Wellbeing Services.

We may share your personal data with these organisations.

These parties have their own Privacy Notices (see web links below), and we would urge you to review these before submitting personal data.

<https://www.vacancy-filler.co.uk/privacy-policy/>

<https://www.sterlingcheck.co.uk/>

<https://www.pamgroup.co.uk/>

Overseas processing

Vacancy Filler has data stores based within the EEA and SPT has contractual safeguards in place in line with legislation.

Your information rights

Your information rights include:

- Your right of access;
- Your right to rectification;
- Your right to erasure, in certain circumstances;
- Your right to restriction of processing, in certain circumstances;
- Your right to data portability, in certain circumstances;
- Your right to object to processing, in certain circumstances; and
- Your right relating to automated decision making.

If you make a request, we have one month to respond to you.

If you wish to exercise any of your information rights, please contact infogov@spt.co.uk or see SPT's Data Protection page (see www.spt.co.uk/dataprotection) for more information on how to do this.

How to contact us

The Data Protection Officer for SPT:

Valerie Davidson
Assistant Chief Executive
Strathclyde Partnership for Transport
131 St Vincent Street
Glasgow
G2 5JF

Telephone: 0141 333 3298

E-mail: info.gov@spt.co.uk

Complaints to the Information Commissioner

You can complain to the ICO if you are unhappy with how we have used your data. The ICO's contact details are:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

Web site: <https://ico.org.uk/>

Changes to this notice

SPT may update this Privacy Notice from time to time and will publish an up to date copy of the Privacy Notice here. This Notice is effective from March 2021.