

Your Data – SPT and the recruitment process

When you apply for a post with us, SPT collects, retains and uses certain information about you which is your personal data, and sometimes falls within the definition of special category personal data under the General Data Protection Regulation.

Below is our notice to you setting out how we will use your information:

We will ask you to provide us with reasonable and proportionate information about you that we require in order to process your application for a post with SPT, and we'll hold that information to allow us to proportionately and reasonably deal with your application and the prospective contract of employment between you and SPT. The types of information we may collect and hold about you includes the following:

- Documents that confirm your identity and your entitlement to work in the UK
- Your full name and date of birth
- Your home address
- Your national insurance number
- Your contact telephone number
- Your email address
- Your national insurance number
- Information about your gender, sexuality, marital status, nationality, ethnic background and religious beliefs so far as you provide these to SPT
- Information about your experience, your education and qualifications
- Information about your training and development
- Your application form and/or CV
- Your referees' details and references provided which relate to you
- Information relating to your criminal convictions and any information provided by Disclosure Scotland where relevant to your post
- Your previous salary and salary expectations
- Information relating to your health, wellbeing, any conditions you have and any treatment/medication you are receiving/taking
- The results of any medical assessment
- Your performance at any interviews/assessment centre
- Your membership of a trade union
- The results of any personality testing/analysis and/or psychometric testing that you undertake
- The information you provide and our supplier provides in relation to any background checks that SPT undertakes

Why we collect and hold this information, how we use it, whether we share it, and why we do so

We need this information about you and we share it appropriately, and as minimally as possible, in certain circumstances for a number of reasons, which we have expanded upon below:

- As the organisation to whom you have applied for a post, SPT needs to keep and process personal information about you, which includes special category personal information such as your medical information and your membership of a trade union and such background check/personality/aptitude testing information as is proportionate and necessary, for normal employment purposes.
- Processing your personal information and special category information is reasonable and necessary for SPT to take steps to enter into a contract with you.

- If you do not provide us with the information we have asked you for then we may not be able to manage, or consider and assess whether to enter into, an employment relationship with you.
- Some information that we hold about you needs to be shared with external bodies because SPT is under a legal obligation to do so.
- The information we hold and process will be used for our management and administrative use. We will keep and use it to enable us to run the business and manage our relationship with you effectively, lawfully and appropriately, during the recruitment process. This includes using information to enable us to comply with our duties as a prospective employer, to comply with any other legal requirements (such as financial and equalities monitoring), and to pursue the legitimate interests of SPT and protect our legal position.
- We will use the information you provide us with through the recruitment process to allow SPT to reach a decision as to whether to offer you employment, and to make and tailor any offer where appropriate.
- We will use the information you provide us with through the recruitment process comply with our obligations relating to monitoring equality of opportunities and discrimination legislation.
- Where applicable we will hold information on trade union membership to allow for payment of union subscriptions deducted from pay and will share this information with the relevant unions to allow these union subscriptions to be collected.
- To allow SPT to investigate, address and respond to any concerns/issues that arise in relation to your conduct or abilities if you are successful in your application, including any disciplinary or grievance procedures
- To allow as a public body to deliver best value by ensuring we hold records appropriately to allow adequate investigation/defence of claims/proceedings/disputes.
- SPT will share appropriate and proportionate information relating to you with our occupational health provider and the body who undertakes medical assessments where this is relevant, and with the body who undertakes background checks where this is relevant.
- Information will generally be released to the police and other criminal/regulatory investigation agencies on request in relation to specific investigations, provided that SPT is satisfied that legitimate grounds exist for doing so.
- Information will also be released to government agencies able to compel disclosure such as the Child Support Agency if we receive an appropriate request.
- Information will be released to courts and employment tribunals in relevant cases and may be shared with external legal advisers in these cases.
- Information will also be released in response to an order from a court/tribunal with competent jurisdiction to make such an order.
- Information may also be released (without consent) in response to investigations by external regulators such as Audit Scotland, the UK and Scottish Information Commissioners and Scottish Public Services Ombudsman.

Your rights and how to exercise those rights.

We have a special part of our website dedicated to the new rights that data subjects have under the GDPR. You can [find that here](#).

The organisations with whom we work in partnership regarding recruitment and your data

We sometimes advertise roles through MyJobScotland and we use Vacancy Filler, an online recruitment tool, to assist in the recruitment process and therefore we have provided below the links to their privacy notices re: how they use and process your personal data are provided here:

<https://www.myjobscotland.gov.uk/privacy-and-cookies>

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