

CARTREFI CYMUNEDOL GWYNEDD (CCG) PRIVACY NOTICE

Human Resources

How we use your information

This privacy notice tells you what to expect when Cartrefi Cymunedol Gwynedd (CCG) collects personal information. The Human Resources unit collects your information and will use it only as part of the recruitment process for the purposes of evaluating your suitability for employment, making any reasonable adjustments and for equalities monitoring. Your personal information will be properly safeguarded and processed in accordance with the requirements of the General Data Protection Regulation 2018.

Some of your personal information may also be exchanged with third parties where it is necessary for the purposes of assessment and to carry out pre-employment screening. For example, when obtaining references from previous employers, or requesting a Disclosure and Barring Service check. The information to be collected may include the following:

- Your name;
- Address;
- Signature;
- Email address
- National Insurance No.
- Qualifications
- Previous employment
- Membership of Professional Organisations
- Ethnic Origin
- Disability data
- Religion

If your application for employment is successful, CCG will use your personal information for the purpose of administering your employment. If your application is unsuccessful, CCG will retain your personal information for a period of up to 6 months from the date on which the relevant recruitment campaign is closed.

People who call our helpline

When you call CCG we record your phone number, the date, time and duration of your call. This information is used to monitor service performance in responding to enquiries and is destroyed after 12 months. On occasion, CCG may record your telephone call - this will only take place for training and monitoring purposes or in the event that our staff are subject to abuse. In all cases we will provide you with prior notice of our intention to record the call.

People who email us

Any email sent to us, including any attachments, may be monitored for compliance with the Data Security Policy. Email monitoring or blocking software may also be used. Please be aware that you have a responsibility to ensure that any email you send to us is within the bounds of the law.

Your rights

You have the right to ask us not to process your personal data for marketing purposes. We will always inform you (before collecting your data) if we intend to use your data for such purposes or if we intend to disclose your information to any third party for such purposes. You can exercise your right to prevent such processing by completing certain boxes on the forms we use to collect your data.

Access to personal information

CCG tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the GDPR regulation. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. You will not have to pay a fee to access your personal data, however, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

If we do hold information about you, you can ask us to correct any mistakes by contacting the Corporate Information Officer.

Any information we hold about you will be held securely and for no longer than required.

Disclosure of your personal information

In many circumstances we will not disclose personal data without consent. However, when we investigate a complaint, for example, we may need to share personal information with colleagues. Further, from time to time, CCG, is obliged by law to disclose personal information that it holds for example to the Revenue and Customs, the Police, the Health Services and other agencies.

How to contact us

For further information on the CCG Privacy Notice please contact:

Data Protection Officer, Cartrefi Cymunedol Gwynedd, PO Box 206, Bangor, Gwynedd, LL57
or e-mail GDPR@ccqwynedd.org.uk