

Job Applicants, Current and Previous Employees

1. RMA is the data controller for the information you provide during the recruitment and selection process unless otherwise stated. The processing of your personal information is necessary for compliance with any legal obligations we have and for taking steps prior to entering into a contract of employment. If you have any queries about the recruitment and selection process or how we handle your information, please contact a member of the Human Resources (HR) team on 0141 278 4478.
2. As part of any recruitment process, we collect and process personal data relating to job applicants. The RMA is committed to being transparent about how we collect and use that data and explain how we meet our data protection obligations under the Data Protection Act 2018 and the General Data Protection Regulations GDPR.

What information do we collect?

3. The RMA collects a range of information about job applicants. This includes:
 - 3.1. Your name
 - 3.2. Address and contact details, including email address and telephone number
 - 3.3. Details of your qualifications, skills, experience
 - 3.4. Employment history
 - 3.5. Information about your current level of remuneration if applicable
 - 3.6. Diversity information, including whether or not you have a disability for which the RMA needs to make reasonable adjustments during the recruitment process
 - 3.7. Information about your entitlement to work in the UK.
4. The RMA may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.
5. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.
6. Data will be stored in a range of different places, including on your application record, in HR records systems and on other IT systems (including email).

Why does the RMA process personal data?

7. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job

applicants to respond to and defend against legal claims. With your consent, we process applicants' data as part of the selection process. We will also need to process your data further if you are successful so that we can enter into an employment contract with you.

8. In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts. The RMA may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, for recruitment monitoring purposes and statistics. We may also collect information about whether or not RMA Recruitment Privacy Notice – GDPR – April 2021 applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment and our duties under the Equality Act 2010.
9. If your application is unsuccessful, the RMA may ask to keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we retain your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

10. Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process, and managers in the business area with the vacancy, if access to the data is necessary for the performance of their roles.
11. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and with the Scottish Government to process necessary background security checks.

How does the RMA protect data?

12. We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by specific employees in the proper performance of their duties.

For how long does the RMA keep data?

13. If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your

consent, your data is deleted or destroyed. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic) and retained during your employment.

Your rights As a data subject

14. You have a number of rights. You can:

- 14.1. access and obtain a copy of your data on request.
- 14.2. require the organisation to change incorrect or incomplete data.
- 14.3. require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- 14.4. object to the processing of your data where the RMA is relying on consent as its legal basis for processing.

Contact us

15. If you need to get in touch with us about this Privacy Policy or your Personal Data that we process, please contact the following:

Data Protection Officer:

Email: info@rma.gov.scot

Tel: 0141 278 4478

Risk Management Authority 7 Thread Street
Paisley PA1 1JR