

## Employment References Privacy Notice

### Introduction

This privacy notice explains how the Council uses your data when you provide an employment reference on behalf of someone who has applied for or been recruited for a role at Nottinghamshire County Council.

### Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf.

### What personal data do we use?

- Name and Contact Details
- Circumstances in which you know the candidate

### Why do we use your data?

- For the selection of the most appropriate candidates
- To complete effective and appropriate reference checking
- For the processing of pre-employment checks
- To on-board successful candidates into post
- To prevent and detect crime or fraud

### What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is consent. The council will be requiring you to freely consent to provide your personal data when providing a reference to us.

If you wish to withdraw your consent please contact [recruitment@nottsc.gov.uk](mailto:recruitment@nottsc.gov.uk) as soon as possible.

### **Who may we share your data with or receive it from?**

- Hiring Managers
- Identity verification services
- We may share your data with recruitment agencies where they have been engaged to support recruitment activity for the post applied for.

### **May personal data be transferred overseas?**

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

### **How long is your data kept for?**

This information is held in accordance with the Council's [retention schedule](#).

### **What will happen if you do not provide or we cannot obtain the data needed?**

We would be unable to select and recruit staff safely and reliably

### **Does the service make decisions using fully automated processes?**

No.

### **What rights do you have over this use of your data?**

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) for further details.

**Contact the Data Protection Officer:**

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

[DPO@nottscc.gov.uk](mailto:DPO@nottscc.gov.uk)

Or

Data Protection Officer  
Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP

Please see the County Council's privacy statement for further information:

<http://www.nottinghamshire.gov.uk/global-content/privacy>

**Contact details of the Information Commissioner's Office:**

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

[www.ico.org.uk](http://www.ico.org.uk)

Or

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

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