

Commonwealth Parliamentary Association UK Branch (CPA UK)

In line with our responsibilities under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 this Privacy Notice explains the personal data that we collect from you and how we use your information.

This privacy notice is specific to the processing carried out by the Recruitment Team and Onboarding Managers. In this Privacy Notice, references to 'us', 'our' or 'we' are to the Commonwealth Parliamentary Association UK Branch (CPA UK). Everything that we do with your data – for example storing it, working with it or deleting it – is referred to as "processing".

About the Commonwealth Parliamentary Association UK Branch (CPA UK)

CPA UK Chief Executive Officer is the **Controller** of any personal data processed by the CPA UK.

If you have any questions about the use of your personal data, please contact:

Email – cpaukdata@parliament.uk

Telephone – 0207 219 5373

Post: Marked Private and Confidential and addressed to CPA UK Data Protection Team, Westminster Hall, Houses of Parliament, London, SW1A 0AA.

The personal data we collect

The information we process about you is provided by you through our online recruitment form and system, including, but not limited to:

- Names, e-mails, address, phone numbers etc.
- Screening/Selection Information (your CV /Resume, education results, work experience, significant achievements)
- Your feedback on the recruitment process
- Special Requirements
- Optional information provided by you e.g. medical needs, dietary requirements, disability, dyslexia, study abroad.
- Candidate Contractual Information
- Information provided by you which is required for final contract (in addition to Personal Details), acceptance of offer.
- Other Information provided by you or others involved in the recruitment and onboarding process, including, but not limited to: Information required for the contract e.g. salary, job title, hours.
- Evaluation and testing data (Information provided by other people involved in the recruitment process about your suitability for employment and your status within the recruitment process)
- On-Boarding Information
- Additional information supplied by you to complete the hiring process and may include bank details, proof of right to work, next of kin, etc.
- Equal Employment Opportunity Information

- Gender, Race, Religion, Veteran, Disability, or other diversity information

We consider the lawful bases for processing to be:

For Personal Data

- The processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract (article 6(1)(b) of the GDPR);
- For the purposes of surveys, feedback and non-contractual information, the processing is necessary for the purposes of our legitimate interests, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data (article 6(1)(f) of the GDPR)

For Special Category Data

- the data subject has given explicit consent to the processing of personal data for one or more specified purposes (Article 9 (2)(a) of the GDPR), or;
- the processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment. purposes (Article 9 (2)(b) of the GDPR)

If you would like to know more about the processing or reasons we are using your personal data, please contact the Recruitment Team at cpaukreruitment@parliament.uk in the first instance. Details about the lawful basis for processing personal data can be found on the Information Commissioner's website [here](#)

Who we share your personal data with

We will only share your personal data where there is a lawful basis for doing so. We will never share or sell your personal data to other organisations for their direct marketing purposes.

We may share your data with trusted partners or other organisations we are running recruitment campaigns with for the purposes of secondments, placements and joint working ventures. Where this is the case, the job description will be made available to you via the recruitment system at the point of application and will provide full details of those other parties.

Occasionally, we may invite an external practitioner or subject expert to join an interview panel. Where this is the case, your personal data will be shared with that individual as part of the recruitment process and your invite to interview will include details about the panel.

We may also share your personal data when there is a legal requirement to do so, for example with the Police or similar organisations for the prevention and detection of crime or security purposes.

Storage and retention of your personal data

CPA UK and any third party data processors, organisations or partners working on our behalf, will retain your personal data for as long as is necessary for the purpose it was collected:

- Following an offer of employment, all personal data will be retained up to 24 months after the completion of the recruitment process.
- If you are not made an offer, or you reject an offer, we will keep your personal data for up to 24 months after the end of recruitment process to allow for any recruitment queries, employment tribunals or other legal challenges.
- After the 24 month retention period we will anonymise your personal data. The data retained is used to report on the historical performance of our recruitment process.
- For the purposes of voluntary surveys and feedback, anonymised data will be retained for a period of 24 months before being securely destroyed.

Disclosure and security of your personal data

All personal data you provide will be stored securely, both physically and electronically, in accordance with our policies. We have an information security process in place to oversee the effective and secure processing of your personal data. Personal data is held in data centres within the UK for the purposes of hosting, maintenance and back up

In limited cases, we (or processors acting on our behalf) may also store or process your personal data in countries outside the European Economic Area but only where we are assured of the security of the data.

We have put in place technical and organisational security measures to minimise the possibility of the loss or unauthorised access of your personal data.

Your rights

We will ensure you can exercise your rights in relation to the personal data you provide to us, for example:

- Where we are relying on your consent to use your personal data, you can withdraw that consent by unsubscribing from our services or writing to the Data Protection Team. Details are available at the top of this notice.
- You can request access to the personal data we hold about you or ask for certain data in a machine-readable format by contacting the Data Protection Team.
- You can ask us to update your personal data if it changes. In certain circumstances, you can request we erase the personal data we hold or ask us to stop or restrict processing if you have an objection.
- If you have any concerns relating to the use of your personal data, you may complain to the Data Protection Team.

Further details about your rights can be found on the Information Commissioner's [website](#)

What if you do not provide your data?

The recruitment and onboarding process is a specific circumstance in which we rely on your personal data to facilitate services to you. Whilst there is no obligation to provide your personal information it may affect the effectiveness of the recruitment process if you do not. For example, you are required to provide us with certain personal data for security purposes to be able to gain security clearance to work at the Houses of Parliament.

Surveys and feedback are optional and will not affect the recruitment and onboarding process if you choose not to take part.

Right to complain

If you are unhappy with the processing of your personal data, you should contact the Data Protection Team in the first instance. You also have the right to complain to the supervisory authority if you consider that your data protection rights have been breached. The supervisory authority is the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, <https://ico.org.uk/>

Further details about your rights and the complaints process can be found on the Information Commissioner's website [here](#)