

## Privacy Notice – Recruitment

### Who we are

The Police Service of Scotland is a constabulary established under the Police and Fire Reform (Scotland) Act 2012. Its headquarters is located at Tulliallan Castle, Kincardine, FK10 4BE, United Kingdom, and you can contact our Data Protection Officer by post at this address, by email at: [dataprotection@scotland.pnn.police.uk](mailto:dataprotection@scotland.pnn.police.uk), and by telephone on 101.

### About this notice

This notice is to advise you of how your personal information will be dealt with (processed) by Police Scotland and your rights in relation to the processing. This notice covers information processed for a non-crime purpose.

The Chief Constable of the Police Service of Scotland is the controller of your personal information and is the authority that decides the purposes for which your personal information will be processed. Police Scotland can be contacted by telephoning 101.

The tables below provide you with details of:

- why we process your personal information
- what our lawful basis is for having it
- the categories of people the information relates to
- the categories of personal information we hold
- the source of the information
- what would happen if we did not have it
- the length of time we will keep your information
- who we will share it with

## Purpose and basis for processing

| Purpose of processing   | Lawful basis for processing   | Categories of individuals   | Categories of personal data   | Source of personal data | Consequences of failing to provide information   |
|---|---|---|---|-------------------------|--|
| Processing applications for the appointment of Police Constable or Special Constable. | Public task – Police and Fire Reform (Scotland) Act 2012<br>Police Service of Scotland Regulations 2013 | Members of the public – Police applicants                         | Initial application – Name, gender, date of birth, address, email address, phone numbers, National Insurance number, driving licence details, nationality<br><br>Later stages of recruitment – Occupation, marital/ relationship status, next of kin and emergency contact details, dependants/ relatives details, physical description, bank details | Data subject            | We would be unable to manage and progress your application to be a Police Officer or Special Constable |
| Processing applications for the appointment as a member of Police staff               | Performance of a contract   | Members of the public – Police applicants<br><br>Members of staff | Initial application – Name, gender, date of birth, address, email address, phone numbers<br><br>If successful at interview – National Insurance number, photo ID (e.g. driving licence or passport), referees' names and contact details<br><br>At vetting stage – Next of kin and dependants details, bank details                                   | Data subject            | We would be unable to manage and progress your application to be a member of Police staff              |

| Purpose of processing   | Lawful basis for processing  | Categories of individuals   | Categories of personal data   | Source of personal data | Consequences of failing to provide information  |
|---|--|---|---|-------------------------|---|
| Equality & Diversity Monitoring Form submitted alongside application for employment | <p>Legal obligation – Equality Act 2010 and associated Regulations</p> <p>Employment law – as above</p>  | <p>Members of the public – Police applicants</p> <p>Police Officers and Staff</p> | <p>Age, gender</p> <p>Racial / ethnic origin, religious / philosophical beliefs, sexual orientation, disabilities</p> | Data subject            | There is no impact to you if you do not provide this information. Without it we would be unable to monitor our equality and diversity practices, take action to improve, or provide required statistical reports.   |
| Disability information for provision of reasonable adjustments                      | <p><i>Police Officers &amp; Special Constables</i></p> <p>Public task – Police and Fire Reform (Scotland) Act 2012</p> <p>Police Service of Scotland Regulations 2013</p> <p><i>Police Staff</i></p> <p>Performance of a contract</p> <p><i>All</i></p> <p>Employment law – Equality Act 2010 and associated Regulations</p> | <p>Members of the public – Police applicants</p> <p>Police Officers and Staff</p> | Disabilities  | Data subject            | There is no requirement for you to provide this information. Without it we would be unable to fully meet our commitment to the Disability Confident Scheme, including providing a guaranteed interview to candidates for staff vacancies with a disability who meet the essential job criteria. |

| Purpose of processing   | Lawful basis for processing  | Categories of individuals                        | Categories of personal data  | Source of personal data  | Consequences of failing to provide information   |
|---|--|--|--|--|--|
| <p>Outcome of fitness testing of new Police Officer recruits</p> <p>Outcome of drug testing of new Police Officer recruits</p>  | <p>Public task – Police and Fire Reform (Scotland) Act 2012</p> <p>Police Service of Scotland Regulations 2013</p> <p>Police Service of Scotland (Conduct) Regulations 2014</p> <p>Employment law – Health and Safety at Work Act 1974</p> | <p>Members of the public – Police applicants</p> | <p>Name, date of birth</p> <p>Indication of fitness to be an Officer and/or adjustments required</p> <p>Drug test result (pass/fail)</p> | <p>Occupational health provider</p> <p>Drug testing laboratory</p> | <p>You would be unable to participate in the mandatory fitness assessment for Police Officer recruits, so your application could not be progressed.</p>  |
| <p>Medical questionnaire &amp; eyesight standard form by medical representatives on behalf of applicants</p> <p>N.B. This information is sent directly to the occupational health service provider, and is not processed by Police Scotland</p> | <p>Public task – Police and Fire Reform (Scotland) Act 2012</p> <p>Police Service of Scotland Regulations 2013</p> <p>Police Service of Scotland (Conduct) Regulations 2014</p> <p>Employment law – Health and Safety at Work Act 1974</p> | <p>Members of the public – Police applicants</p> | <p>Name, date of birth, gender, address, phone numbers</p> <p>Disabilities and health information</p>                                    | <p>Representative of data subject</p>                              | <p>You could not be certified by a registered medical practitioner approved by the Authority as being fit to perform the duties of a Police Officer.</p> |

| <b>Purpose of processing</b>                       | <b>Lawful basis for processing</b>   | <b>Categories of individuals</b>                                 | <b>Categories of personal data</b>   | <b>Source of personal data</b> | <b>Consequences of failing to provide information</b>  |
|--|--|--|--|--------------------------------|--|
| Pre-employment health declaration for Police staff | Performance of a contract<br><br>Employment law – Health and Safety at Work Act 1974   | Members of the public – Police applicants                        | Name, date of birth, gender, address, phone numbers<br><br>Disabilities and health information   | Occupational health provider   | You could not be certified by a registered medical practitioner approved by the Authority as being fit to perform the duties of a Police staff member. |
| Information about any external business interests  | Public task – Police and Fire Reform (Scotland) Act 2012<br>Police Service of Scotland Regulations 2013<br>Police Service of Scotland (Conduct) Regulations 2014 | Members of the public – Police applicants<br><br>Police Officers | Name, address, email address, phone number<br><br>Details of business and/or any business partners – name, date of birth, address, contact details | Data subject                   | We would be unable to fulfil our obligation to assess and where appropriate provide agreement to external business interests.                          |

## Keeping and sharing your information

In this section, we explain how long we keep (retain) your information and who we might share it with:

| Category of information   | Length of storage period (Reference to the <a href="#">Record Retention SOP</a> ) | International Sharing (can be left blank if no transfers) | Recipients of personal information (Details of organisations we pass personal information on to)                            |
|---|---|---|---|
| <p>Officer / Special Constable applications –</p> <p>Name, gender, date of birth, address, email address, phone numbers, NI number, driving licence details, nationality</p> <p>Occupation, marital status, next of kin &amp; dependants details, emergency contacts, description, bank details</p> | <p>Section 16 – Personnel, Training &amp; Recruitment</p>                         | <p>N/A</p>  | <p>Scottish Police Authority, Scottish Public Pensions Agency (SPPA)</p> <p>SPA/PSoS Applicant Tracking System Provider</p> |
| <p>Police staff applications –</p> <p>Name, gender, date of birth, address, email address, phone numbers</p> <p>NI number, photo ID, referees' names and contact details</p> <p>Next of kin &amp; dependants details, bank details</p>  | <p>Section 16 – Personnel, Training &amp; Recruitment</p>                         | <p>N/A</p>  | <p>Scottish Police Authority</p> <p>Previous Employers (References)</p>   |
| <p>Equality &amp; Diversity Monitoring Form –</p> <p>Age, gender</p> <p>Racial / ethnic origin, religious / philosophical beliefs, sexual orientation, disabilities</p>   | <p>Section 16 – Personnel, Training &amp; Recruitment</p>                         | <p>N/A</p>  | <p>None</p>   |

| Category of information   | Length of storage period (Reference to the <a href="#">Record Retention SOP</a> )  | International Sharing (can be left blank if no transfers) | Recipients of personal information (Details of organisations we pass personal information on to) |
|---|--|---|--|
| Disability information for provision of reasonable adjustments –<br><br>Disabilities  | Section 16 – Personnel, Training & Recruitment   | N/A   | None   |
| Information about any external business interests –<br><br>Name, address, email address, phone number, details of business and/or any business partners   | Section 16 – Personnel, Training & Recruitment   | N/A   | None   |
| Fitness and drug testing of new Police Officer recruits<br><br>Name, date of birth, indication of fitness to be an Officer and/or adjustments required, drug test result (pass/fail)              | Section 16 – Personnel, Training & Recruitment   | N/A   | Occupational Health Service Provider<br><br>Substance Misuse Test Provider                       |
| Medical questionnaire & eyesight standard form by medical representatives on behalf of applicants<br><br>Name, date of birth, gender, address, phone numbers, disabilities and health information | N/A – This information is sent directly to the occupational health service provider, and is not processed by Police Scotland | N/A   | Occupational Health Service Provider<br><br>Scottish Public Pensions Agency (SPPA)               |
| Pre-employment health declaration for Police staff<br><br>Name, date of birth, gender, address, phone numbers, disabilities and health information  | N/A – This information is sent directly to the occupational health service provider, and is not processed by Police Scotland | N/A   | Occupational Health Service Provider<br><br>Scottish Public Pensions Agency (SPPA)               |

## Your Rights

You have certain rights in relation to how we process your personal information. These are listed below.

### 1. Right of access – this is called making a subject access request

This means that you are entitled to, amongst other things, a copy of the information we hold on you, although there are exceptions to this. For further information and details on how to make a subject access request please click [here](#) or visit the Police Scotland website at [www.scotland.police.uk/access-to-information/data-protection/subject-access-requests](http://www.scotland.police.uk/access-to-information/data-protection/subject-access-requests).

### 2. Right to rectification

We must correct without delay, any personal information we hold on you which is not accurate. If you think anything is wrong, you should contact us by post or e mail. There are exceptions to when we have to correct the information, and you will be advised if we have to apply them. If it is not possible to establish the accuracy of the personal information, we will restrict how we process it, for example restrict who can see your information, or who we disclose it to.

### 3. Right to erasure, restriction of processing or right to object

You have a right to request that we delete your personal information, but this will only be done when we are legally required to do so. On occasion it may be more appropriate to restrict how we process it, for example restrict who can see your information, or who we disclose it to.

You also have the right to object to the processing we carry out, if our legal basis for doing so (as detailed above) is for carrying out a task in the public interest, exercising our lawful duty or we believe it is in our legitimate interests.

For more information about any of these rights, go to [www.scotland.police.uk/access-to-information/data-protection/your-rights](http://www.scotland.police.uk/access-to-information/data-protection/your-rights) or email [information.assurance@scotland.pnn.police.uk](mailto:information.assurance@scotland.pnn.police.uk).

If we refuse to carry out your requests in full under paragraphs 1, 2 or 3 above, you have the right to ask the Information Commissioner to check whether our decision is correct.

If you are unhappy in any way with how we have dealt with your information, you have the right to complain to the Information Commissioner.

The Information Commissioner can be contacted at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate)

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