

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, 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 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 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 Members of staff	Initial application – Name, gender, date of birth, address, email address, phone numbers If successful at interview – National Insurance number, photo ID (e.g. driving licence or passport), referees' names and contact details 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	Legal obligation – Equality Act 2010 and associated Regulations Employment law – as above	Members of the public – Police applicants Police Officers and Staff	Age, gender Racial / ethnic origin, religious / philosophical beliefs, sexual orientation, disabilities	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	<i>Police Officers & Special Constables</i> Public task – Police and Fire Reform (Scotland) Act 2012 Police Service of Scotland Regulations 2013 <i>Police Staff</i> Performance of a contract <i>All</i> Employment law – Equality Act 2010 and associated Regulations	Members of the public – Police applicants Police Officers and Staff	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 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 & 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>

Purpose of processing	Lawful basis for processing	Categories of individuals	Categories of personal data	Source of personal data	Consequences of failing to provide information
Pre-employment health declaration for Police staff	Performance of a contract Employment law – Health and Safety at Work Act 1974	Members of the public – Police applicants	Name, date of birth, gender, address, phone numbers 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 Police Service of Scotland Regulations 2013 Police Service of Scotland (Conduct) Regulations 2014	Members of the public – Police applicants Police Officers	Name, address, email address, phone number 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 Record Retention SOP)	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 & dependants details, emergency contacts, description, bank details</p>	<p>Section 16 – Personnel, Training & 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 & dependants details, bank details</p>	<p>Section 16 – Personnel, Training & Recruitment</p>	<p>N/A</p>	<p>Scottish Police Authority</p> <p>Previous Employers (References)</p>
<p>Equality & Diversity Monitoring Form –</p> <p>Age, gender</p> <p>Racial / ethnic origin, religious / philosophical beliefs, sexual orientation, disabilities</p>	<p>Section 16 – Personnel, Training & Recruitment</p>	<p>N/A</p>	<p>None</p>

Category of information	Length of storage period (Reference to the Record Retention SOP)	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 – Disabilities	Section 16 – Personnel, Training & Recruitment	N/A	None
Information about any external business interests – 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 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 Substance Misuse Test Provider
Medical questionnaire & eyesight standard form by medical representatives on behalf of applicants 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 Scottish Public Pensions Agency (SPPA)
Pre-employment health declaration for Police staff 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 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.

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 or email 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