

Privacy Notice



YORKSHIRE DALES
National Park Authority

How We Deal with your Personal Information: Job Applications

The Yorkshire Dales National Park Authority is committed to ensuring the responsible collection and use of personal data in the course of its business, under the requirements of the Data Protection Act 2018 (DPA) and the EU General Data Protection Regulation 2016 (GDPR). As a public authority, we have a designated Data Protection Officer as required by Article 37 of the GDPR.

What?

Personal information, or personal data, is defined as any information relating to a living individual who can be identified from that data or from that data in conjunction with other data held by the Authority.

The information you provide as part of your job application (and any personal details we may subsequently hold and process during the course of your employment at the Authority) will include general details of name and address as well as more detailed personal information such as previous work experience, qualifications, and in some instances “sensitive/special” eg financial or health status, ethnic origin etc. We will also ask for names and contact information for referees.

Why?

In general, the “lawful basis” for the Yorkshire Dales National Park Authority processing personal information is in the provision of services and functions in the public interest or in the exercise of official authority; or in the performance of a contract; or for compliance with a legal obligation.

We process personal information in the course of carrying out our core functions to conserve and enhance the natural beauty, wildlife and cultural heritage of the Yorkshire Dales, and to promote the opportunities for the understanding and enjoyment of the area by the public.

We also process personal data to enable us to promote our services, to maintain our accounts and records, to support and manage our staff. We may also occasionally carry out some “discretionary” activities for which we might ask for personal details, for example retail, competitions, surveys.

How?

Your personal data will be used only for the purposes for which it is collected, ie to facilitate the recruitment process; and thereafter for employment records and functions.

Application forms from unsuccessful applicants will be kept securely for six months and then destroyed.

Under the requirements of current data protection legislation (the DPA and the GDPR) we will ensure that personal data is processed fairly and lawfully, and that the rights of data subjects are properly respected.

When collecting personal information from you, we will tell you how this information is to be used, and will not use your details for other purposes without your consent.

We will ensure that the information is processed and filed in a secure way and that access to the information is restricted to those who need to use it for the purposes for which it was collected.

We will keep the information up to date and will not keep it for longer than necessary.

We will never share your information for marketing purposes.

These principles and requirements should be seen in the context of other relevant legislation including the Human Rights Act 1998 and the Freedom of Information Act 2000.

By submitting the personal data in your job application, you:

- a) Declare you have read and understood the statements within this Privacy Notice; and
- b) Give your consent to the processing of that information, including any necessary reference checks, by the Authority

Need further information?

If you would like to discuss anything further, or would like to know more about your rights as a data subject or would like to see the Authority's Data Protection Policy, please contact the Authority's **Data Protection Co-ordinating Officer** by email on lesley.knevitt@yorkshiredales.org.uk or by telephone 01969 652326.

Further information is also available from the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF; tel 01625 545 745; or visit the website www.ico.gov.uk

We keep this privacy notice under review to reflect any updates in legislation. This notice was last updated in November 2018.