

Purpose and legal basis for processing

Our purpose for processing this information is to assess your suitability for a role you have applied for.

The legal basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract. The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnic information is article 9(2)(b) of the GDPR, which also relates to our obligations in employment and the safeguarding of your fundamental rights and article 9(2)(h) for assessing your work capacity as an employee. And Schedule 1 part 1(1) and (2)(a) and (b) of the DPA2018 which relates to processing for employment, the assessment of your working capacity and preventative or occupational medicine.

What will we do with the information you give us?

We'll use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide with any third parties for marketing purposes.

We'll use the contact details you give us to contact you to progress your application. We'll use the other information you provide to assess your suitability for the role.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it may affect your application if you don't.

Application stage

At application we will ask you for your personal details including name and contact details. We'll also ask you about previous experience, education, referees and for answers to questions relevant to the role. Our Code of Conduct requires all staff to declare if they have any potential conflicts of interest, or if they are active in a political party. Our People Services Recruitment and Selection Team and Business Support Unit will have access to all this information.

You will also be asked to provide equal opportunities information. This is not mandatory – if you don't provide it, it won't affect your application. We won't make the information available to any staff outside our recruitment team, including hiring managers, in a way that can identify you. Any information you provide will be used to produce and monitor equal opportunities statistics.

Shortlisting

Our hiring managers shortlist applications for interview. They will not be provided with your name or contact details or with your equal opportunities information if you have provided it.

Assessments

We may ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; attend an interview; or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by us.

If you are successful at application sift and attend for an assessment, we must confirm your identity and right to work in the United Kingdom. You must therefore provide:

- proof of your identity – you will be asked to attend our office with original documents; copies will be taken
- proof of your qualifications – you will be asked to attend our office with original documents; copies will be taken

If you are a reserve candidate after assessment for the role, we may ask if you would like your details retained in our talent pool. If you say yes, we would proactively contact you should any further suitable vacancies arise within a six month period.

Conditional offer

If we make a conditional offer of employment, you will be sent a Part 2 Application Form which asks you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer.

You must therefore complete:

- full details of both you and your family members
- financial position
- convictions and cautions
- prosecutions and criminal investigation
- business interests and tattoos

Some roles require a higher level of security clearance – this will be clear on the advert or job description (or both).

The information we require is to allow the Chief Constable to fulfil a statutory obligation to run an efficient and effective Police Force. To meet this obligation we must provide for the safety of our staff, and ensure that those who have access to Force information are trustworthy and unlikely to breach confidences. Any infringement of an individual's right to respect of family life European Convention on Human Rights - ECHR Article 8, and discrimination ECHR Article 14, will only be that which is necessary and proportionate. The legitimate aims of such action will include the protection of the rights and freedoms of others, safeguarding public safety, the prevention of disorder and crime and, in some cases, national security.

- We will also ask you to complete a questionnaire about your health to establish your fitness to work and any reasonable adjustments required
- We'll contact your referees, using the details you provide in your application, directly to obtain references

If we make a final offer, we'll also ask you for the following:

- bank details – to process salary payments
- emergency contact details – so we know who to contact in case you have an emergency at work
- pension details

After your start date

Dyfed-Powys Police relies on the honesty and integrity of its officers and staff and their responsibilities under the Code of Ethics and Standards of Professional Behaviour. As public servants, all members of staff are expected to observe the highest standards of conduct, in both their private lives and their employment and the community must have the highest confidence in Dyfed-Powys Police.

It is important that all staff notify the Force of any changes in personal details or circumstances.

How we make decisions about recruitment

Final recruitment decisions are made by hiring managers and members of People Services based on all assessment information.

Your rights

As an individual, you have certain rights regarding your own personal data. For more information on your rights, please click on the 'Accessing Information' tab on our homepage.

Do we use any data processors?

Yes – we use a number of data processors as part of our recruitment processes.

Oleeo operate our online application system and to produce anonymised management information about campaigns. Here is a link to Oleeo's privacy notice:

https://static.wcn.co.uk/company/all_wales_police/privacystatement.html

We use SHL to operate online testing and the link to their privacy notice is:

<https://www.shl.com/en/privacy>

How long is the information kept for?

RECRUITMENT AND PROMOTION		
Application form	successful – length of service + 6 years unsuccessful – 6 months	The longer period is required because of possible discrimination claims as well as proof of what was put on the form. 6 months for unsuccessful applicants allows claim to ET.
Interview notes	successful – length of service + 6 years unsuccessful – 6 months	The longer period is required because of possible discrimination claims as well as proof of what was put on the form. 6 months for unsuccessful applicants allows claim to ET.
Copy of qualifications	Length of service + 6 years	Relevant for succession planning and selection processes.
Confirmation of fitness on appointment	Length of service + 6 years	Civil claims by member of staff or family.
Personal contacts – next of kin etc	Until superseded	
Induction/probationary form, including officer probationary assessment/assessment on promotion	Length of service + 6 years	Evidence of performance in probationary period (as well as training and support given) is necessary as a point of reference for any further performance/conduct processes that may apply to the individual.
Data protection form	Length of service + 6 years	Evidence in case there is any breach of data protection in service which could lead to disciplinary action, or activities after leaving the organisation that could lead to a criminal investigation.
Security clearance confirmation	Length of service + 6 years	Evidential.
Initial recruitment pack	Length of service + 6 years	Evidence of information that has been provided to member of staff at start of service.