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Key Summary

We process your personal information provided in the course of applying for a role with us either as an employee or a contractor in order to carry out our recruitment process and for no other purpose.

We do not normally use suppliers to act on our behalf to carry out elements of our recruitment process such as online or psychometric testing. However, if we do intend to do so we will make this explicitly clear in the recruitment documentation.

This notice explains what data we process, why, how it is legal and your rights.

About Us and This Notice

This Privacy Notice is provided by the Northern Ireland Authority for Utility Regulation ("Utility Regulator" or "UR" or "we" or "us") who is a 'controller' for the purposes of data protection laws.

You should read this Privacy Notice if you are applying for a role with us. We take your privacy very seriously. We ask that you read this Privacy Notice carefully as it contains important information about our **processing** and your rights.

How to contact us

If you need to contact us about this Privacy Notice, use the details below.

Data Protection Officer: Elaine Cassidy
Utility Regulator
Queens House
14 Queen Street
Belfast
BT1 6ED

Telephone: 028 9031 6671

Email: elaine.cassidy@uregni.gov.uk

If you would like this Privacy Notice in another format (for example: audio, large print, braille), please contact us.

Changes to this Privacy Notice

We may change this Privacy Notice from time to time. The latest version will be available at (www.uregni.gov.uk).

Useful Words and Phrases

Please familiarise yourself with the following words and phrases which have particular meanings in data protection laws and are used throughout this Privacy Notice:

Term	Definition
Controller	Any person who determines the purposes for which, and the manner in which, any personal data is processed .
Criminal Offence Data	Any information relating to criminal convictions and offences committed or allegedly committed.
Data Protection Laws	Laws which govern the handling of personal data . This includes the General Data Protection Regulation (EU) 2016/679 and any other national laws implementing that Regulation or related to data protection.
Data Subject	Person to whom the personal data relates.
ICO	Information Commissioner's Office responsible for implementing, overseeing and enforcing data protection laws .
Personal Data	Any information from which a <u>living individual</u> can be identified. This will include information such as telephone numbers, names, addresses, e-mail addresses, photographs and voice recordings. It will also include expressions of opinion and indications of intentions about data subjects (and their own expressions of opinion/intentions). It will also cover information which on its own does not identify someone but which would identify them if put together with other information which we have or are likely to have in the future.
Processing	Virtually anything anyone can do with personal data , including: <ul style="list-style-type: none"> • obtaining, recording, retrieving, consulting or holding it; • organising, adapting or altering it; • disclosing, disseminating or otherwise making it available; and • aligning, blocking, erasing or destroying it.
Processor	Any person who processes personal data on behalf of the controller.
Special Categories of Data	Any information relating to: <ul style="list-style-type: none"> • racial or ethnic origin; • political opinions; • religious beliefs or beliefs of a similar nature; • trade union membership; • physical or mental health or condition; • sexual life; or • genetic data or biometric data for the purpose of uniquely identifying you.

What Personal Data Do We Collect?

The sections below set out the categories of **personal data** we may ask for at each stage of your application for a role with us. Some data may not be required depending on the type of role you are applying for. The reasons why we need each category of data are set out in the section 'Why do we need your personal data'.

Pre-application

If you contact us with questions prior to submitting an application, we will keep a record of your name and contact details as well as details of any question you ask.

If you submit an application

If you submit an application for a role with us, we will ask you for:

- Contact details, including name, address, e-mail address and telephone number;
- Details of your relevant education and employment history; and
- Details of referees

We also collect information for the purposes of equal opportunities monitoring and reporting but not in a way that you can be identified.

Assessment and selection stage

If you are successful in our shortlisting, we will invite you for an interview which may include some form of assessment or online test. Information will be generated by you and by us during this process, for example, through written assessments and tests and interview notes.

When you attend for interview we will be asked for photographic proof of identity a copy of which will be taken and held on your recruitment file.

If we make you an offer

We may gather further **personal data** in order to undertake pre-employment checks and fulfil our obligations to you as an employer:

- Proof of your qualifications;
- Right to work checks (if applicable);
- Bank details so that we can pay your salary and any expenses due; and
- Emergency contact details so that we know who to contact in case of emergency.

How we process your information as an employee is set out in our Privacy Notice (Staff) which you will have access to when you start your employment.

Personal information provided by third parties

Most of the **personal data** we **process** about you when you apply for a job is information that you give us directly, or is generated through the recruitment exercise. However, some information we gather from the third parties below:

- Your former employer and other referees: When we make you an offer, we will contact your referees directly, using the details you provide in your application, to request a reference;
- If a role is being filled through a recruitment agency it will pass us details of your name, contact details, CV in order to inform any selection process used;
- You will be required to undertake a basic security check (as a condition of being granted access to the Northern Ireland Civil Service IT network and provide this for inspection although we will not retain a copy. We will only record confirmation that you have provided it for inspection; and
- We may in certain circumstances need to seek confirmation from the Home Office that you have the right to work in the United Kingdom.

Why Do We Need Your Personal Data?

We use your **personal data** for the purposes listed in the table below. We are allowed to do so on certain legal grounds which are also set out in the table below (and which are explained further in the section '[Legal grounds for processing personal data](#)').

Type of data	Why do we need it?	Legal grounds for processing
Contact details (name, email address, telephone number, home address)	To contact you about your application for a role with us	Legitimate interests
Education and employment history, and proof of qualifications	To assess your relevant experience and suitability for a role and assess what your training needs would be if appointed	Legitimate interests
Information provided by professional and personal referees	To assess your relevant experience and suitability for a role with us	Legitimate interests
Information from the recruitment process (e.g. interview notes, test results, your answers to interview questions)	To assess your relevant experience and suitability for a role. Tests help us understand your skills and application in relevant scenarios	Legitimate interests

Special categories of data and criminal offences data

Type of data	Why do we need it?	Legal grounds for processing
Identity documents such as a copy of your passport (including information about your national origin) or other right to work documentation	To comply with our obligation to check that our employees have the right to work in the UK	Necessary to comply with our legal obligations
Information collected from the equal opportunities monitoring form	To ensure our recruitment processes attracts and our workforce reflects the community and that we, as a public authority, meet our equality and diversity obligations under section 75 of the Northern Ireland Order (1998) Information gathered for these purposes will be used anonymously to monitor equality and diversity and to meet external reporting obligations.	Necessary to comply with our legal obligations
Information about a disability which may affect the application process	To make reasonable adjustments to our application process for your disability	Necessary to comply with our legal obligations
Information confirming successful completion of a baseline security check	To meet requirement for access to the NI Civil Service IT network. No information is retained beyond a note that you have successfully completed the check.	Necessary for complying with our legal obligations

Legal Grounds for Processing Personal Data

We have set out below a description about each of the legal grounds on which we **process** your **personal data**.

Reasons for processing your personal data are as follows.

- Necessary for our legitimate interests: We **process** some **personal data** if doing so is in our legitimate interests as an employer. In order to do so, we have considered the impact on your interests and rights and put in place appropriate safeguards to ensure that the intrusion on your privacy is reduced as much as possible. You have the right to object to the **processing** of your **personal data** on this ground. See section headed '[Your Rights](#)' to find out how.
- Necessary for the compliance of a legal obligation: We have to **process** some of your **personal data** in order to comply with certain of our legal obligations.

Additional conditions for processing special categories of data, or criminal offences data are as follows

- Necessary for compliance with our obligations under employment law. We have to **process** some of **special categories of data** in order to comply with certain of our legal obligations.
- Necessary in the substantial public interest: The law allows us to **process** certain **special categories of data** where there is a substantial public interest. You have the right to object to the **processing** of your **personal data** on this ground. See section headed 'Your Rights' to found out how.
- Necessary for the purposes of occupational medicine, including the assessment of your working capacity as an employee. We will **process** information about your health in order to assess your medical capacity to perform the role you have applied for.

Who Will Have Access To Your Personal Data?

As an applicant, your data is not shared with any third party organisation. As a result, your personal data will remain within the Human Resource department at all times. Only monitoring data for equal opportunities reporting is shared with the Department of Finance and Equality Commission for Northern Ireland. In both cases this is to meet our reporting obligations as a public authority and the data is shared at an aggregated anonymised form.

Members of staff sitting on interview panels will be provided with your name and the section of your application for setting out your answers to the role criteria to assist in preparation for the interview. However, no other information is shared with them. We do not use third parties to assist us in the administration of recruitment campaigns.

In the event that we use an agency to fill a temporary role you will already have provided personal data (including your name and CV). That data will be shared with us but, as above, is only made available to the panel selecting the candidate.

If you would like to know the names of our other service providers who provide typical services required by all companies to support our business (e.g. website hosting, IT support), please contact us using the details at the start of this Privacy Notice. These providers perform standard, enterprise IT services which require 'passive' processing i.e. hosting and running applications, or providing support, none of which requires those suppliers to actively deal with the data.

How Will We Keep Your Personal Data Secure?

We implement appropriate technical and organisational measures in order to protect your **personal data** against accidental or unlawful destruction, accidental loss or alteration, unauthorised disclosure or access and any other unlawful forms of **processing**. We aim to ensure that the level of security and the measures adopted to protect your **personal data** are appropriate for the risks presented by the nature

and use of your **personal data**. Our IT hosting and infrastructure services are provided by IT Assist (the Northern Ireland Civil Service) in house provider which adopts recognised industry practices for protecting our IT environment.

When Will We Delete Your Data?

If your application for a role with us is unsuccessful or you do not accept our offer of employment, then we will delete all of the **personal data** gathered during the recruitment exercise **after** 3 years after the relevant recruitment exercise has ended. This will allow sufficient time for any feedback requests to be met and for anonymised data to be reported for equality purposes to be harvested.

If your application for a role with us is successful and you start work as our employee, please see the Privacy Notice (Staff) for details around how long we will retain the data gathered during the recruitment exercise. If you apply for a new role with us when you are already our employee, this Privacy Notice applies in respect of any new information gathered during that application process and the Staff Privacy Notice continues to apply in respect of any information we already hold by virtue of you being a current employee.

Your Rights

As a **data subject**, you have the following rights under **data protection laws**:

- Right to object to **processing** of your **personal data**
- Right of access to **personal data** relating to you (data subject rights request)
- Right to correct any mistakes in your **personal data**
- Right to prevent your **personal data** being **processed**
- Right to erasure
- Right to have your **personal data** ported to another **controller**

These rights are explained in more detail below. If you want to exercise any of your rights, please contact us (please see "How to contact us"). We will respond to any rights that you exercise within a month of receiving your request, unless the request is particularly complex, in which case we will respond within three months.

Please be aware that there are exceptions and exemptions that apply to some of the rights which we will apply in accordance with the **data protection laws** as follows.

Right to object to processing of your personal data

You may object to us **processing** your **personal data** where we rely on a legitimate interest as our legal grounds for **processing**. If you object to us **processing** your **personal data** we must demonstrate compelling grounds for continuing to do so. We believe we have demonstrated compelling grounds in the section headed "Why do we need your personal data". The key point to note is that without **processing** your **personal data**, we will not know as much about you which could affect our assessment of your suitability for a role with us.

Right to access personal data relating to you

You may ask to see what **personal data** we hold about you and be provided with:

- Copy of the **personal data**;
- Details of the purpose for which the **personal data** is being or is to be **processed**;
- Details of the recipients or classes of recipients to whom the **personal data** is or may be disclosed;
- Period for which the **personal data** is held (or criteria we use to determine how long it is held);
- Any information available about the source of that **personal data**; and

To help us find the information easily, please provide us as much information as possible about the type of information you would like to see.

Right to correct any mistakes in your personal data

You can require us to correct any mistakes in your **personal data**. If you would like to do this, please let us know what information is incorrect and what it should be replaced with.

Right to restrict processing of personal data

You may request that we stop **processing** your **personal data** temporarily if:

- You do not think your data is accurate. We will start **processing** again once we have checked whether or not it is accurate;
- **Processing** is unlawful but you do not want us to erase your data;
- We no longer need the **personal data** for our **processing**, but you need the data to establish, exercise or defend legal claims; or
- You have objected to **processing** because you believe that your interests should override our legitimate interests.

Right to erasure

You can ask us to erase your **personal data** where:

- You do not believe that we need your data in order to **process** it for the purposes set out in this Privacy Notice;
- If you had given us consent to process your data, you withdraw that consent and we cannot otherwise legally **process** your data;
- You object to our **processing** and we do not have any legitimate interests that mean we can continue to **process** your data; or
- Your data has been **processed** unlawfully or have not been erased when it should have been.

Rights in relation to automated decision making

We do not make any automated decisions about you so this right does not apply.

Right to data portability

In some scenarios, data subjects may ask for an electronic copy of their **personal data** which controllers hold electronically or they can ask controllers to provide this directly to another party. This right does not apply to you as we do not **process** your **personal data** based on your consent or on a contract with us.

What Will Happen If Your Rights Are Breached?

You may be entitled to compensation for damage caused by contravention of the **data protection laws**.

It is important that you ensure you have read this Privacy Notice - and if you do not think that we have **processed** your data in accordance with this notice - you should let us know as soon as possible. You may also complain to the **ICO**. Information about how to do this is available on its website at www.ico.org.uk.