

FOR: SCRA job applicants

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## Who is SCRA and what is this notice for?

The Scottish Children's Reporter Administration (SCRA) is a national organisation focused on children and young people most at risk. SCRA has been in operation since 1st April 1996. Our main responsibilities are set out in the Local Government (Scotland) Act 1994 and are:

- To facilitate the work of Children's Reporters,
- To deploy and manage staff to carry out that work,
- To provide suitable accommodation for Children's Hearings.

SCRA is part of the Children's Hearings System. It aims to be a safety net for vulnerable children and young people, deliver solutions which meet the needs of the individuals involved, and to help to build stronger families and safer communities.

SCRA is a Data Controller, as defined in data protection law. SCRA's head office is at Ochil House, Springkerse Business Park, Stirling, FK7 7XE and it has various office locations throughout Scotland. Please see our [website](#) for further details.

Our Data Protection Officer can be contacted at [Inforequest@scra.gsi.gov.uk](mailto:Inforequest@scra.gsi.gov.uk) or on 0131 244 7202.

This privacy notice relates to the personal information we process about you, as part of the recruitment and selection process with SCRA. It explains what personal information we process about you when we you apply for a job with SCRA, why we process it, and what we do with it. It also explains your rights under data protection law.

SCRA is committed to ensuring all personal information is processed in accordance with data protection law. Please see our Data Protection Policy for further information.

## Why do we need to process your personal information?

We need to process your personal information in order to manage and support your application for employment with SCRA and if successful, your employment with SCRA. The processing is necessary because you have asked us to consider your application in relation to a vacancy with us.

We process personal information so that we can undertake necessary pre-employment checks and, following successful appointment, manage and support your employment.

We undertake pre-employment checks for successful candidates to check identity, employment history, nationality and immigration status as well as your eligibility to work with vulnerable children (via a live Protection of Vulnerable Groups (PVG) certificate). As part of the Scottish Government's Baseline Personnel Security System checks confirmation of employment history will be sought from previous employers where references do not cover a 3 year period. The information provided is that you have been offered a position within our organisation and the nature of the role. The information requested are the dates of employment and in what capacity you were employed.

## **What personal information do we process about you?**

### Application forms:

- Personal information: Name, contact details which includes full postal address, email, home phone number, mobile number, current driving licence and car access details
- Education, Qualifications and training details – details of qualifications and training, names of providers, qualification attained and dates awarded
- Previous employment - including employment dates, salary, reason for leaving, notice period, employers details, job titles as well as duties and responsibilities
- Supplementary information – including the reasons for applying and details relevant to the application
- General – details on relationship with current SCRA staff and Board and status of previous applications

For successful candidates this information will be retained during the period of your employment in line with [SCRA's Records Management and Retention Policy](#).

For unsuccessful candidates this information will be securely destroyed 6 months after the recruitment has been completed.

### Equalities forms:

Equalities Information – age, national identity, marital status, ethnicity, religion or belief, disability and gender identity - collected to ensure that SCRA can comply with its commitment to embedding a culture of equality and inclusion into our organisation and ensuring that all employees are treated fairly, without discrimination because of age, disability, gender reassignment, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, sexual orientation or any other factor. The equalities monitoring questions are intended to assist SCRA in maintaining equalities best practice and in identifying barriers to workforce equality and inclusion. This work is being carried out as part of our responsibilities under the Equality Act 2010.

The Equalities Form will only be accessed by Human Resources staff and is separated from the application and anonymised so cannot be attributed to a candidate.

The information is collected for statistical purposes and will be destroyed once the information has been collated or within 6 months of the recruitment exercise being concluded.

## **What personal information do we process about you if you are successful?**

### PVG Application Form:



In accordance with the Protection of Vulnerable Groups (Scotland) Act 2007 (PVG) (regulated work with vulnerable children), it is an offence for an individual to do, or seek or agree to do, regulated work of the type from which they are barred. It is also an offence for an organisation to knowingly recruit an individual who is barred to do regulated work of the type to which the barring relates.

To ensure that applicants are permitted to undertake regulated work with children SCRA require the successful applicant to complete PVG application and provide original of 2 forms of identification, including Photo ID.

The information collected on the PVG form includes personal details - name and address, mother's maiden name; Birth details - date of birth, town of birth, country of birth and nationality; Contact details – day and evening contact details and e-mail address; additional information including national insurance, passport, driving licence, nationality details etc; current address and address history; and declaration details.

All of this information is passed to Disclosure Scotland for the purposes of processing the PVG application. SCRA does not hold a copy of the application form once this has been sent to Disclosure Scotland and does not retain documents provided to prove identity.

SCRA receives a PVG certificate from Disclosure Scotland to advise of the outcome of the application. This information is accessed by Human Resources staff and the PVG number and outcome status only is retained by SCRA. The PVG certificate is securely destroyed.

All PVG Scheme members are subject to on-going monitoring (continuous updating). This means that when you are a PVG Scheme member your vetting information is kept up-to-date by Disclosure Scotland and if there is new information about you this will be assessed to determine if you are unsuitable to do regulated work with children. If Disclosure Scotland contact SCRA with new information, SCRA will hold this information for the purposes of determining the impact on employment with SCRA.

#### Occupational Health Questionnaire:

The following information is provided to our Occupational Health provider:

Title, name, address, postcode, gender, date of birth, applicant's e-mail, mobile no, name of employer, post location, title of the post, hours worked, proposed start date and HR contact details.

#### **Where did we get your information from?**

We have collected your personal information from you during the application process.

We have collected personal information about you from referees in the course of considering your application to SCRA. The following information is requested from a referee:

- What is your relationship to the applicant?
- How long have you known him/her?
- How long was he/she employed by your organisation?
- What were his/her main duties and responsibilities?
- How would you describe his/her quality of work?
- With reference to the enclosed job description and person specification, how do you believe he/she would perform in this role?



- Would you re-employ him/her?
- Please provide any additional information you feel is relevant.

For successful candidates this information will be retained during the period of your employment in line with [SCRA's Records Management and Retention Policy](#).

For unsuccessful candidates this information will be securely destroyed 6 months after the recruitment has been completed.

### **Who has access to your personal information?**

The following SCRA employees will have access to your personal information:

- HR and Business Teams Staff
- Recruiting managers

### **Who will we share your personal information with?**

We will share your personal information with the following organisations. Each organisation is a data controller under data protection law and is required to process your personal data lawfully and securely.

- Our Occupational Health Provider (Optima Health) – for the purposes of assessing fitness for the role in relation to health and any reasonable adjustments
- Disclosure Scotland for the purposes of processing your application to Disclosure Scotland in line with the requirements outlined in the Protection of Vulnerable Groups (Scotland) Act 2007
- Third party referees

### **Who will process your personal information?**

SCRA utilise a third party to process personal data on our behalf. The third party is Midlandhr who host SCRA's e-hr system and who have access for security, maintenance and resolution of issues purposes. In addition, Midlandhr process monthly BACS payments for salary purposes.

SCRA have a Data Processing Contract in place with Midlandhr to govern the processing of your data.

### **What if your information changes?**

If any of your personal or contact details change, it is important that you tell us straight away so we have the most up-to-date information to communicate with you about your application.

Please contact the HR Team by e-mailing the appropriate mailbox aligned with your vacancy.



## **How long will we hold your information?**

We retain personal information in line with data protection law. Once personal information is no longer needed, it is securely destroyed. For successful candidates your information will be retained during the period of your employment in line with [SCRA's Records Management and Retention Policy](#). For unsuccessful candidates your information will be securely destroyed 6 months after the recruitment has been completed.

## **What are your rights?**

One of the key objectives of data protection law is to protect and strengthen your rights as data subjects in respect of the processing of your personal data.

Data protection law provides the following rights for individuals:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- The right to not be evaluated on the basis of automated processing

Further information in relation to each right, including how to exercise these rights and where exemptions may apply can be found in the Guide to Data Subjects Rights.

## **What can you do if you are unhappy with the way we process your information?**

If you are unhappy with the way we process your information, please speak to our Data Protection Officer.

The Data Protection Officer can be contacted at [inforequest@scra.gsi.gov.uk](mailto:inforequest@scra.gsi.gov.uk) and on 0131 244 7202.

You can also write to them at Ochil House, Springkerse Business Park, Stirling, FK7 7XE.

If you remain unhappy with the way we process your information you can also complain to the Information Commissioner's Office at the contact details below:

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

