

## RECRUITMENT POLICY

Hessle Town Council is an Equal Opportunities employer. The aim of the Council's Recruitment and Selection Policy is to ensure that the Council select the most suitable person for the job on the basis of their relevant merits and abilities and that no employee/job applicant is unfairly treated on any grounds including:

- race
- colour
- nationality
- ethnic or national origins
- religion
- sexual orientation
- gender
- actual or perceived AIDS/HIV status or perceived association with an HIV positive person
- marital status
- age
- social background
- disability

The Council will achieve the aims of the Recruitment and Selection Policy by ensuring that:

- vacancies reach as wide a pool of potential applicants as practicable
- there are clear job descriptions and objective person specifications for every job.
- procedure and code of good practice for recruitment and selection for appointment or promotion, is followed by every Councillor and Employee involved in recruitment and selection
- staff involved in the recruitment and selection process are given adequate training on the Council's Policy and Procedures and their responsibilities
- unlawful and unfair practices are not introduced by monitoring/reviewing its policy and procedures

### **Implementation**

Responsibility for advising, developing, implementing and monitoring this Policy lies with the Town Clerk. Day to day operation of the Policy is the responsibility of the Town Clerk.

### **Employment of Disabled Persons**

All applicants with a disability who meet the minimum criteria for a job vacancy will be considered on their abilities.

### **Complaints**

If any employee/job applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy or Procedures, he/she can make a complaint which will be dealt with in accordance with the agreed procedures.

This policy is in accordance with the relevant legislation and various codes of practice.

### **Job Application Privacy Notice**

When you apply for a vacancy with Hessle Town Council and have sent us your application and CV:

The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the application process and interviews. Your personal information will not be shared with any third party.

### **The Councils Right to Process Information**

GDPR Article 6 (1) (a) (Data Protection Act 2017)

Processing is with consent of the data subject

### **Information Security**

Hessle Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We will only keep your data for the purpose it was collected for and for a maximum of six months after the appointment for the job application. After which it will be deleted.

### **Your Rights**

#### **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting [htc@hessletown.karoo.co.uk](mailto:htc@hessletown.karoo.co.uk)

#### **Information Correction**

If you believe that the information, we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact:

[htc@hessletown.karoo.co.uk](mailto:htc@hessletown.karoo.co.uk) |

#### **Information Deletion**

If you wish Hessle Town Council to delete the information about you, please contact:

[htc@hessletown.karoo.co.uk](mailto:htc@hessletown.karoo.co.uk)

#### **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact:

[htc@hessletown.karoo.co.uk](mailto:htc@hessletown.karoo.co.uk)

#### **Rights Related to Automated Decision Making and Profiling**

Hessle Town Council does not use automated decision making or profiling of personal data.

### **To Sum Up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do

not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed you may make a complaint to [htc@hessletown.karoo.co.uk](mailto:htc@hessletown.karoo.co.uk) and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113