**The Yorkshire and Humber Regional International Recruitment Hub privacy notice**

This privacy notice is designed to help you understand how and why The Yorkshire and Humber Regional International Recruitment Hub (YHIR) processes your personal data.

**Who are we?**

The Yorkshire and Humber Regional International Recruitment Hub (YHIR) is a partnership across the 15 local authorities that serve Yorkshire and Humber. The regional hub is hosted by Leeds City Council who is a ‘data controller’ as defined by article 4(7) of the UK General Data Protection Regulation (UK GDPR). Delegates of The Yorkshire and Humber Regional International Recruitment Hub are responsible for the administration of international recruitment fund for the region.

[About Us - Yorkshire and Humber International Recruitment > (nyresourcing.co.uk)](https://nyresourcing.co.uk/yorkshire-and-humber-regional-international-recruitment-hub/about-us-yorkshire-and-humber-international-recruitment/)

Leeds City Council has appointed Aaron Linden to be its data protection officer. Their contact details are: [DPO@leeds.gov.uk](mailto:DPO@leeds.gov.uk)

Head of Information Management and Governance - Data Protection Officer

Leeds City Council

Merrion House

110 Merrion Way

Leeds

LS2 8BB

**What personal information do we collect?**

The Yorkshire and Humber Regional International Recruitment Hub and the 15 local authorities that form the partnership may collect;

* your name(s), title, contact details, address, and national insurance numbers
* eligibility to work documentation
* any documentation in relation to sponsorship and home office requirements
* previous employment history
* education and professional qualifications/registrations
* membership of professional or government bodies
* referee details
* equalities information (so that we can monitor workplace equality)
* any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
* any other relevant information you wish to provide to us

**Why do we collect your personal information?**

Unlike with the council’s usual application process, where you apply for a specific vacancy, an application via The Yorkshire and Humber Regional International Recruitment Hub (YHIR) allows us to put your details forward to our clients and prospective employers for you to be considered for vacancies, and to keep you informed of any available opportunities. As part of your job application, YHIR or partner councils will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

**Who do we share this information with?**

We routinely share your recruitment information with other elements of the YHIR partnership which may include third party assessment providers (in order to facilitate your suitability for a role), potential employers (these may be clients outside of the council), UK Visa & Immigration, Home Office and any other relevant HR team within the council.

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

**How long do we keep your information for?**

| **Data held** | **Retention period** |
| --- | --- |
| Successful applications: application form and application notes | Application forms and notes will be passed to your new employer and retained according to their employment retention periods.  Resourcing solutions will then keep a copy of your application, for six years, for audit purposes. |
| Unsuccessful applications: application form and application notes | 2 years from date of application (this is to ensure that you are considered for any vacancies that become available in this period) |

**What is our lawful basis for processing your information?**

We are required to process your personal data for the performance of your employment contract or to take the necessary steps to enter into an employment contract.

We are also legally required to process your personal data, and sometimes your special category data, as defined by employment law or because the council has a legal duty to do so (for example, for equality and diversity monitoring).

For more information about how we use your data, including your privacy rights and the complaints process, please see our [Privacy notice (leeds.gov.uk)](https://www.leeds.gov.uk/privacy-and-data/privacy-notice)