

NICS Recruitment Privacy Notice

Data Controller

Department of Finance
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Data Protection Officer

Jenny Lynn
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The Department of Finance (DoF) is the Data Controller of the personal data we process. NICS HR act on behalf of DoF in the holding of recruitment related information in order to carry out HR functional services.

This Privacy notice explains how NICS HR collects and uses information about you as a prospective staff member and the ways in which we will protect your data during the recruitment process.

What information we process when you make an application or complete an online assessment

The information we process includes, but is not limited to:

- Personal details such as name, date of birth, National Insurance Number, address, personal contact information
- Information we require to verify your identity such as passport, driving licence or other identity documentation
- Baseline Personnel Security Standard pre-employment checks and identity documentation
- Eligibility - nationality and immigration status and evidence of right to work in the UK
- Employment history
- Information relating to Qualifications, licences and professional memberships
- Evidence of how you meet the requirements of the job including application form and online Aptitude or psychometric tests results
- Diversity and inclusion information
- Disability and reasonable adjustment requirements
- Webcam images/video and/or audio recordings in the assessment you undertake

In addition if you are invited to an online aptitude or psychometric test information we process includes:

Our tests use proctoring to allow us to conduct invigilated sessions online. Proctoring seeks to verify a candidate's identity and act as a deterrent for cheating. A candidate's identity is verified pre-test, at test and again at interview. You will be informed that photos will be taken of you during the test session that can be used to establish that you are alone and that it is the same person throughout the session. A streamed video image of you will be shown on the test screen. The video is not recorded but still images from it are recorded.

We also process sensitive classes of information for recruitment that include:

- racial or ethnic origin
- political opinion
- religious, or philosophical beliefs
- trade union membership
- biometric data
- data concerning health
- data concerning a person's sexual orientation

How we obtain personal data

We obtain personal information directly from you, and from other sources, such as HRConnect, Proctoring Service Provider, Access NI and UK Security Vetting.

Why we process personal information

Depending on the processing activity within NICS we rely on the following lawful basis for processing your data under the UK GDPR.

- Article 6(1)(b) which relates to processing necessary for the performance of a contract to which the data subject is party to or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 6(1)(c) so we can comply with our legal obligations as your employer.
- Article 6(1)(d) in order to protect your vital interests or those of another person.
- Article 6(1)(e) for the performance of our public task.
- Article 6(1)(f) for the purposes of our legitimate interest.

Where the information we process is special category data, the additional bases for processing that we rely on are:

- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.
- Article 9(2)(c) to protect your vital interests or those of another person where you are incapable of giving your consent.
- Article 9(2)(f) for the establishment, exercise or defence of legal claims.

We collect and process personal information in order to comply with our legal obligations under the Civil Service (NI) Order 1999, and other employment and statutory equality legislation.

We process personal data from applicants in order to conduct the recruitment process, assess and confirm your suitability for employment and decide to whom to offer a job.

We may need to process personal data from job applicants to respond to and defend against legal claims.

We collect and process personal information to enable us to:

- support and manage Northern Ireland Civil Service (NICS) staff; including contacting you, moving your application forward and maintaining employment records,
- ensure the NICS is suitably trained, skilled and resourced through recruitment and selection, proving your identity, checking you have the right to work, and vetting you.
- enable the NICS to make reasonable adjustments in order to comply with its responsibilities under the Disability Discrimination Act 1995;
- to compile recruitment statistics and analysis to contribute to civil service statistics for improvement of the service and efficiencies and policy development.
- examine the impact of NICS recruitment and employment policies and processes on different categories of staff; and
- comply with NICS statutory and legal obligations under legislation such as Fair Employment, Freedom of Information, Data Protection and to cooperate with public inquiries and appropriately respond to Assembly Questions.

We may also process personal information for the purposes of detection and investigation of suspected or actual fraud, loss or crime, data matching under the National Fraud Initiative, staff monitoring and as required by other legislation.

We will only collect and hold the minimum amount of personal data necessary in order to provide and manage our services.

Who the information may be shared with

In most circumstances, we will not disclose personal data without your consent.

However, we are required to share your data to meet our legal or public function requirements, to pursue debt, for fraud, or crime prevention and detection purposes, or in your vital interest, with the following:

- Other government departments and agencies
- Equality Commission NI
- Her Majesty's Revenue and Customs (HMRC)
- Suppliers and service providers, such as HRConnect, external training providers
- Courts, Tribunals and parties to litigation
- Northern Ireland Civil Service Appeals Board panel members, appellants and representatives of appellants
- Financial organisations
- Trade Unions

Further information about the factors we shall consider when deciding whether information about you should be disclosed is available in Departmental Guidance on Data Sharing.

How we use information about you

All of the personal data we use is processed within the UK and European Economic Area (EEA). Sometimes it may be necessary to transfer personal information outside the UK and EEA. Where this is required, information may be transferred to countries or territories around the world. Any transfers made will be in full compliance with all aspects of data protection legislation.

Any personal information we process will only be used for the purposes stated or if necessary to fulfil legal or regulatory requirements.

How long we keep your personal data

We keep personal information about you only as long as it is necessary to administer human resource functions by law or for business purposes, and in line with the [DoF Retention and Disposal Schedule](#).

Prerecorded interview videos will only be held for the duration of the marking process and will be deleted immediately upon confirmation of the panel scores.

Successful recruitment records are kept for 3 years following termination of employment. Unsuccessful recruitment papers are kept for 3 years from closure of competition.

If you are successful in a recruitment competition, your personal data gathered during the recruitment process will be transferred to your employee file. We will hold your personal data in line with the DoF Retention and Disposal Schedule. Please see link to staff Privacy Notice.

How we keep your personal data secure

NICSHR uses several IT systems and holds paper records. This includes a self-service portal which enables you to manage your own information.

We hold records about you (on paper and electronically) in a secure way, and only make them available to those who have a right to see them. We use technical and organisational measures such as:

- Encryption of our data and IT equipment
- Regular data protection training for our staff
- Regular testing of our technology
- Restricted access controls
- Physical security measures

What are your rights?

You can find out if we hold any information by making a 'subject access request'. If we do hold information about you, we will:

- Give you a description of it;

- Tell you why we are holding it;
- Tell you who it could be disclosed to; and
- Let you have a copy of the information in an intelligible form.

To make a request to access any personal information we may hold about you, you should put the request in writing and email it to:

NICSHRSAR@finance-ni.gov.uk

If at any point you believe the information we process about you is incorrect, you can also ask to have this information rectified.

In certain circumstances, you also have right to request erasure of personal information we hold on you, to object to the processing of this information and to request the restriction of this processing. You also have rights in relation to automated decision making and profiling

Complaints

If you wish to raise a complaint about how we have handled your data, you can email the DoF Data Protection Officer who will investigate the matter: DataProtectionOfficer@finance-ni.gov.uk

If you are still not satisfied with our response, or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner by email: casework@ico.org.uk

Changes to this Privacy Notice

We keep our privacy notice under regular review. This Recruitment Privacy Notice was published in November 2024.