

NICSHR
Online Assessment Privacy Notice

Data Controller

Department of Finance
Clare House
303 Airport Road
Belfast
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Data Protection Officer

Jenny Lynn
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This privacy notice explains how NICSHR collects and uses information about you during online assessments and the ways in which we will protect your privacy.

What information we process during the online assessment process:

The information we process:

- Personal details such as Name, Date of birth, Candidate Reference Number personal contact information
- Information we require to verify your identity such as passport, driving licence or other identity documentation
- Webcam images/video and/or audio recordings in the assessment you undertake

Why we process personal information:

We collect and process personal information to enable us to:

- identify you as an assessment candidate,
- monitor your environment in order to safeguard the assessment integrity

We have a **legitimate interest** in monitoring the assessments in the recruitment process to ensure possible fraud is detected and prevented. This, we consider also has a wider public interest for society at large.

We also 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 obtain Webcam images/video and/or audio recordings directly from you during the assessment.

Who the information may be shared with:

In most circumstances, we will not disclose personal data without your consent. However, information may be shared with:

- Service providers, such as HRConnect, Fujitsu and external training providers

How we use information about you:

All of the personal data is processed within the UK and European Economic Area (EEA).

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. The proctoring recording and images for unsuccessful will be destroyed in one month. For candidates who pass the online assessment, images will be retained until they are invited to interview and to allow ID verification checks to be completed at the interview stage.

How we keep your personal data secure

NICSHR uses several IT systems. We'll do what we can to make sure we hold this data in a secure way, and only make this 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

What are your rights?

You can:

- Request a copy of this data
- Request we delete or stop processing this data
- Request information on why we are holding it and who it could be disclosed to;

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

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