



Llywodraeth Cymru
Welsh Government

Recruitment for Research in Practice Placements in Welsh Government: use and storage of applicants' personal data

General

This privacy notice outlines how the data collected by Welsh Government is used and stored by Welsh Government officials in Knowledge and Analytical Services (KAS) to effectively **advertise and recruit** for Research in Practice (RiP) placements (hereafter referred to as 'placements') in collaboration with the ESRC Welsh Graduate School for the Social Sciences (WGSSS).

Please note that if you are successful in your application your data will be stored by Welsh Government in accordance with the [Welsh Government jobs and public appointments service privacy notice](#).

The information we ask for and why

The Welsh Government collect a range of personal data about applicants as part of the recruitment process which is used to make contact with potential placement students and to set up agreements between Welsh Government, the PhD student and their HEI as to the terms of their placement

The Welsh Government is the data controller. The Welsh Government is responsible for collecting and storing candidates' personal data in a UK GDPR compliant manner.

Your data

Personal data is defined under the UK General Data Protection Regulation (UK GDPR) as 'any information relating to an identifiable person who can be directly or indirectly identified by reference to an identifier'.

As an applicant for a placement, we will ask for the following personal data from you;

- Name
- Address



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- Email address
- Telephone number

This information is used by Welsh Government to contact the applicant following the submission of their application form and consider if the applicant is suitable for the placement.

Application forms are kept for 12 months following the advert closing date. If you meet the required standard but we are unable to offer you the role you applied for, your details will be added to a reserve list held by KAS in order to match you to an appropriate placement at a later date. During that time candidates may be contacted to match them to a suitable placement. Candidates have the right to withdraw their information for this purpose and may do so by contacting headofgsrworkforceplanningprofessionalstandards@gov.wales.

Personal data are kept in a secure file with access restricted to Welsh Government officials responsible for administering the scheme, the recruiting' line manager and the Head of Branch for the placement student's host team.

If you raise a query or complaint and provide personal data requesting a response, the researcher will forward the request only to the relevant official and subsequently delete it from our records.

Legal basis for processing your data

As data controller, Welsh Government will process the personal data you provide as part of the recruitment process in line with our public task and the official authority vested in us.

We will process it in order to:

- assess your suitability for a role with Welsh Government
- carry out pre-employment checks
- make necessary arrangements for you to join the organisation
- monitor the effectiveness of recruitment processes
- meet our legal requirements

Sharing your data



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Once you have made an application, your information may be shared with;

- approved staff managing job vacancies including recruiters and interview panel members
- approved staff involved in anonymised reporting of the effectiveness of recruitment campaigns or activity levels and statistical analysis of trends, equal opportunities anonymised data and other management information
- the recruiting department or profession
- our translation service providers if you have applied in Welsh

Retention

Personal data provided to the Welsh Government is held on secure servers, and for the placement scheme a folder has been created that has access restricted only to officials administering the scheme, recruiting line managers and the Head of Branch for the placement students' host team. Your contact details and any personal data you choose to provide will be stored in this restricted folder.

Personal information included in the application form will be kept for 12 months following the relevant placement closing date for which the applicant applied.

If you are successful in your application your data will be stored by Welsh Government in accordance with the [Welsh Government jobs and public appointments service privacy notice](#).

Your rights

Under UK GDPR, you have the following rights in relation to the personal information you provide as part of this research project, specifically you have the right:

- To access a copy of your own data;
- For us to rectify inaccuracies in that data;
- To object to or restrict processing (in certain circumstances);
- For your data to be 'erased' (in certain circumstances); and
- To lodge a complaint with the Information Commissioner's Office (ICO) who is our independent regulator for data protection.

The contact details for the Information Commissioner's Office are: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Phone: 0303 123 1113. Website: www.ico.gov.uk



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Complaints

If you consider that your personal data has been misused or mishandled, you may make a complaint to the Information Commissioner, who is an independent regulator. The Information Commissioner can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
0303 123 1113
casework@ico.org.uk

Any complaint to the Information Commissioner is without prejudice to your right to seek redress through the courts.

Further Information

If you have any further questions about how your data will be used by the Welsh Government or wish to exercise your rights using the UK General Data Protection Regulation, please contact:

Name: Becca Sarasin / Catrin Awoyemi
E-mail address: chiefsocialresearchofficer@gov.wales

The Welsh Government's Data Protection Officer can be contacted at:

Welsh Government, Cathays Park, Cardiff, CF10 3NQ, Email:
DataProtectionOfficer@gov.wales.