



Trent Valley Internal Drainage Board

Water Management Consortium

Privacy Notice (Recruitment)

Trent Valley Internal Drainage Board is a Data Controller and can be contacted at:

Wellington House
Manby Park
Manby
LOUTH
Lincolnshire
LN11 8UU
Tel: 01507 328095

The Data Protection Officer can be contacted on governance@tvidb.co.uk or at the address above.

We are collecting personal data and special category data in order to fill a vacancy within the organisation. This data is being collected using one of the following legal basis:

- You have given us your consent to do so;
- We require the information to comply with a legal obligation, e.g. to check eligibility to work in the UK;
- Contract, we require the information prior to entering into a contract with you.

The information collected includes:

- Your name, address, contact details, including email and telephone numbers;
- Details of qualifications, skills, employment history and references;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- Information about your entitlement to work in the UK.

We will only ask for information we need to enable us to make a decision about whether or not to offer you a position. We are required by law to check some of the information requested, i.e. your eligibility to work in the UK. Failure to provide this information may restrict our ability to do this.

If you give us personal information about a third party (e.g. referees) you are required to inform them of what information you have given us and provide them with our contact details.

The Board is a member of the Water Management Consortium and personal data may be shared with/ processed by other members of the Consortium in line with our data sharing agreement.

Your information will not generally be shared with third parties but may on occasion be shared with carefully selected human resources consultants and recruitment agencies who assist us with the recruitment process. The Board will ensure that the relevant agreements are in place for sharing this information. Your data may also be used in order to prevent or detect crime, to protect public funds or where we are required or permitted to share data under other legislation.

Your data will be held for a period of 12 months in case there are future employment opportunities for which you may be suited. For successful candidates a new privacy notice will be issued with your Contract.

You have the right to access your data and to rectify mistakes. You also have the right to request we erase your data, restrict our processing, object to processing or move your data. Please contact the Data Protection Officer for further information or go to the Data Protection page of our website where your rights are explained in more detail (www.wmc-idbs.org.uk/TVIDB/Governance/Data-Protection.aspx).

If you would like to receive an explanation of your rights in paper format please contact the Data Protection Officer.

Any complaints regarding your data should be addressed to the Data Protection Officer in the first instance.

If the matter is not resolved, you can contact the Information Commissioner's Office at:

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113.