

## **Privacy Notice – Recruitment & Employment**

### **Introduction**

Bòrd na Gàidhlig is tasked by the Gaelic Language (Scotland) Act 2005 (the Act) to promote and develop the Gaelic language. As part of that role, we are required to regularly communicate with people who have a responsibility under the Act or those with an interest in Gaelic language, Gaelic education or Gaelic culture.

Bòrd na Gàidhlig uses personal information for a range of purposes and our privacy notices provide information about why we obtain and collect personal information, and how we process it.

This privacy notice explains how Bòrd na Gàidhlig uses information for recruitment and subsequent employment purposes.

### **What Information is Collected?**

Bòrd na Gàidhlig requires certain personal data for the recruitment process. For the majority of roles, this will include:

- Contact details
- Skills, qualifications, experience and work history
- Eligibility to work in the UK
- Personal circumstances where relevant, for example, to assess requirements for relocation
- Criminal convictions – this will be required for some roles where a security clearance is required
- Driving license status for some roles
- Conflicts of interest
- Competency in Gaelic language

This will usually be collected using a standard application form although occasionally we may ask for further details depending upon the speciality nature of the role.

### **How will my information be used?**

Your information will be used for the recruitment process. Information relating to a specific job application is processed for the purposes of taking the necessary steps to enter into a contract of employment. For successful candidates, Bòrd na Gàidhlig will retain this information on your personnel file to manage your contract of employment. All data for employees will then be processed in line with Bòrd na Gàidhlig policies. Policies are available to all staff via the Intranet, or by request for those applying for a role within the organisation.

For unsuccessful candidates, a limited amount of information about your application is retained for a short time after the decision-making process is complete to ensure we are able to deal with any queries relating to your application. Further information on retention timescales is provided below. This is in the legitimate interests of Bòrd na Gàidhlig to ensure it is able to provide feedback to candidates and manage any enquiries or correspondence arising from the recruitment process.

### **Will my information be passed to anyone else?**

Any information submitted in response to a job application will be passed to the recruitment panel members. Information may be sent to other third parties where it is required as part of the recruitment process. This will depend upon the role you are applying for and can include Disclosure Scotland where the role you are applying for will be working with children or vulnerable adults.

Bòrd na Gàidhlig has data processing agreements in place with those that process personal information on our behalf. As far as we are able to establish, your personal information will not be transferred to any countries that are outside of the EEA.

Bòrd na Gàidhlig has a contracted service for the provision of HR services and your information will be passed to them both as part of the recruitment service and, for successful candidates, throughout employment.

Other than described above, Bòrd na Gàidhlig will never pass personal information to any other third party, unless there is a statutory requirement to do so or the processing is otherwise lawful.

### **What happens when my information is no longer required?**

Information relating to recruitment is retained in accordance with Bòrd na Gàidhlig retention schedules after which it will be securely destroyed.

Personal information submitted as part of a job application will be retained as follows:

- For successful candidates who enter into a contract of employment, 6 years from the date of termination of employment;
- For successful candidates who chose not to enter into a contract of employment and unsuccessful candidates, information is retained for 6 months.

### **Additional Rights**

Under the GDPR, you have a number of rights in relation to your personal information. You have the right to:

- i. request access to your personal information;
- ii. request rectification of your personal information which means you are able to have inaccurate personal information corrected without undue delay;
- ii. request erasure of your personal information when certain conditions apply;
- iii. restrict processing under certain circumstances;
- iv. object to processing;
- v. data portability in some circumstances.

Requests that relate to rectification, erasure or restricting processing will be passed to any recipients of your personal information. Details of recipients can be found under the section [Will My Information be Passed to Anyone Else?](#)

There may be occasions when Bòrd na Gàidhlig is unable to comply with requests to exercise the rights above. Should this apply to a request you make, it will be explained to you why Bòrd na Gàidhlig is unable to comply with the request and any options available to you.

Where your personal information is being processed using consent, one further right is the right to withdraw your consent at any time. You can find out how your personal information is being lawfully processed under the section [How Will My Information Be Used?](#)

### *Complaints*

Should you be unhappy with the way in which Bòrd na Gàidhlig have processed your personal data, you have the right to lodge a complaint with the Information Commissioner, who regulates data protection legislation across the UK. Their contact details can be found at <https://ico.org.uk/>.

### **Contact Details**

Bòrd na Gàidhlig is the Data Controller (or Controller) for personal information processed as described in this notice. Website: <http://www.gaidhlig.scot/>.

If you have any queries regarding any of the information in this privacy notice, in the first instance please contact:

Head of Corporate Services/Data Protection Officer  
Bòrd na Gàidhlig  
Great Glen House  
Leachkin Road  
Inverness IV3 8NW  
[oifis@gaidhlig.scot](mailto:oifis@gaidhlig.scot)  
01463 225454