

Privacy Notice for recruitment campaign for Research & Development Fellowship roles in Defra

This Privacy Notice explains how Defra will collect and use your personal data and your rights. It is made under Articles 13 and/or 14 of the General Data Protection Regulation (GDPR).

Who collects your personal data.

Department for Environment, Food and Rural Affairs (Defra) is the controller for the personal data we collect:

Department for Environment, Food and Rural Affairs
Seacole Building
2 Marsham Street
London
SW1P 4DF

If you need further information about how Defra uses your personal data and your associated rights you can contact the Defra data protection manager at data.protection@defra.gov.uk or at:

Department for Environment, Food and Rural Affairs
Seacole Building
2 Marsham Street
London
SW1P 4DF

The data protection officer for Defra is responsible for checking that Defra complies with legislation. You can contact them at DefraGroupDataProtectionOfficer@defra.gov.uk or at:

Department for Environment, Food and Rural Affairs
Seacole Building
2 Marsham Street
London
SW1P 4DF.

The personal data we collect.

We will process the following personal data:

When you make an application, we will ask for:

- full contact details, including home address, and personal mobile phone number
- eligibility - nationality and immigration status

- employment history
- qualifications, licences, and professional memberships
- CV and personal statement

When you are invited to an interview, we will ask you to provide:

- evidence of your identity and right to work in the UK - such as your passport, utility bills or other documentation.

When you contact us with feedback or an enquiry we will process:

- your email address
- the details of your request

Purpose

The purposes for which we are processing your personal data are:

- to manage recruitment for Defra. This may include a job board, online application service, sift tests, interview, and scheduling.
- to assess your suitability for a role
- to provide updates on the recruitment process
- to provide technical support to candidates
- to build a database of users who have volunteered to be contacted about future research opportunities

Legal basis of processing

The legal basis for processing your personal data is:

- Contractual: it is necessary in order to take steps at your request prior to entering into a contract for employment. This relates to information that we collect as part of the application and selection process.

Recipients

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

- approved staff managing vacancies (including recruiters and interview panel members)
- Government Recruitment Service (GRS - managing the pre-employment checks stage if successful)
- the recruiting departments within Defra
- Civil Service Commission, Advisory Committee on Business Appointments, Office of the Commissioner for Public Appointments - to ensure that recruitment processes are correctly followed.

If your application is successful, we will share your personal data (name and contact details) with Government Recruitment Service who will undertake pre-employment checks prior to appointment. You will find a link to their privacy statement here [Civil Service Jobs Privacy Notice - Civil Service Jobs - GOV.UK](#)

Retention

Your personal data will be kept by us for the following durations:

Unsuccessful job applications/interview notes – three years from advert closing/interview date

Evidence of identity and right to work – one year from receipt of documentation.

All other records for successful applicants will be held by GRS and will be covered by their retention schedule.

Your rights

You have the right to request a copy of any personal data you have provided, and for this to be provided in a structured, commonly used, and machine-readable format.

- you can request a copy of your personal data, in machine-readable format, by emailing data.protection@defra.gov.uk - Article 15 of the UK GDPR sets out the legislative timeline for response which is normally one month from date of receipt/confirmation of identity.

You have the right to request that any inaccuracies in your personal data are rectified without delay.

- you can edit your contact details at application stage by contacting sandc.resourcing@defra.gov.uk

You have the right to request that your personal data is erased if there is no longer a justification for it to be processed.

- you can close your account at any time, please email sandc.resourcing@defra.gov.uk

You have the right in certain circumstances (for example, where accuracy is contested) to request that the processing of your personal data is restricted.

- if your data is restricted from processing, you cannot be considered for a job.
- if your request relates to an application, email the contact listed on the job advert.

You have the right to object to the processing of your personal data where it is processed for direct marketing purposes.

- your data is not processed for direct marketing purposes.

You have the right, in relation to automatic profiling, to obtain human intervention in the outcome, to express your point of view, and to contest the decision reached by automatic profiling.

- you can email the contact listed on the advert for the job you have applied for

Complaints

If you are not satisfied with the way your personal information is being handled, you can contact the Data Protection Officer to review how your personal information is being used:

Address: Defra Group Data Protection Officer, Department for Environment, Food and Rural Affairs, SW Quarter, 4th floor, Seacole Block, 2 Marsham Street, London SW1P 4DF

Email: DefraGroupDataProtectionOfficer@defra.gov.uk

You may also 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.

Contact details

Please contact sandc.resourcing@defra.gov.uk for any personal data related queries.