

**Hampshire County Council
Civil Engineering Scholarship Programme
Privacy Notice**

Data Protection Act 2018 / General Data Protection Regulations (GDPR) 2016

- The personal information which you supply will be stored electronically and used for recruitment and selection purposes for roles you apply for with Hampshire County Council.
- The legal basis for processing your personal data is that it is necessary in order to take steps before entering into a contract and for the organisation to comply with a legal obligation. The legal reason for processing special category data is that processing is necessary for the purposes of the selection process and for reasons of substantial public interest.
- We may share your personal information with the University of Portsmouth.
- We will not share your information with anyone outside the selection process. We will use the postal address, email address and telephone numbers provided on your application to correspond with you throughout the process. The information will be retained on our systems and disposed of in line with our retention schedule.
- The County Council holds a range of Retention Schedules that outline the length of time that information will be retained. In relation to personnel records, these are held for 7 years after the end of employment, except in the case of staff working with Children or Vulnerable Adults, where they will be retained for 35 years after the end of employment or 75 years from date of birth.
- You have some legal rights in respect of the personal information we collect from you. Please see our website [Data Protection](#) page for further details.
- You can contact Hampshire County Council's Data Protection Officer at data.protection@hants.gov.uk.
- If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Declaration

By submitting my application I understand that the personal information I supply will be visible to, and shared between, the University of Portsmouth and Hampshire County Council's recruiting staff and hiring managers, and will be used to support the selection process for this or future roles I apply for within Hampshire County Council.

If successful, I also understand that my personal information will be retained electronically within Hampshire County Council's records for the length of my employment and the subsequent required retention period.