**Council’s Recruitment and Selection process and the General Data Protection Regulation (GDPR)**

The purpose of this communication is to remind those involved in the recruitment and selection process of the following points to ensure compliance with the General Data Protection Regulation: -

1. What are the confidentiality requirements in relation to the recruitment and selection process?

Confidentiality is required at every stage of the recruitment and selection process. Information on candidates must be treated in strict confidence and restricted only to those individuals directly involved in the recruitment and selection process. This includes when short-listing, interviewing candidates, making the appointment and advising unsuccessful candidates.

1. What happens to documentation/data regarding the successful candidate?

Upon completion of the recruitment and selection process the chair of the panel should scan and then e-mail the documentation in relation to the successful candidate to the HR Service Centre. The e-mail with the scanned items attached should then be deleted by the chair.

1. What happens to documentation/data regarding the unsuccessful candidates?

Upon completion of the recruitment and selection process the chair of the panel should retain confidentially the documentation for the unsuccessful candidates for a period of 6 months, at which point it should be securely disposed of in the Council’s confidential waste bins (for shredding); or deleted if electronic records.

1. What if there are third parties involved in the recruitment and selection process?

Where there are third parties involved in the recruitment and selection process e.g. parent council members, elected members, church representatives; the chair of the panel should emphasise the confidentiality requirements to these parties at the outset of process and gather in all documentation at the end of the process for secure disposal in the Council’s confidential waste bins (for shredding).

The Council’s Recruitment and Selection Guidance can be found on the Zone under:

<http://thezone/AskHR/YourEmployment/recruitment_selection/EMP_managing_recruitment_selection.asp>

If you have any questions on this communication, please contact the HR Service Centre by e-mailing [AskHR@aberdeencity.gov.uk](mailto:AskHR@aberdeencity.gov.uk) or telephone 01224-523939.