

Your data: Internal Recruitment

How we use your information

As part of Aberdeen City Council's internal recruitment process, we ask you to provide information about yourself, and we also create records about you. This is so we can assess your suitability for the vacancy/vacancies you have applied for, and so we can communicate with you during the recruitment process. Most internal recruitment, with the exception of teaching posts, is now managed through the re.cr.uit (Retaining employees. Changing roles. Using Internal Talent) scheme.

To apply for any internal vacancy, those eligible to apply for internal vacancies must complete an internal application form which is submitted directly to recruiting managers. At the same time, those eligible to apply for internal vacancies can complete an online profile using a digital system which allows us to create potential alignments for you to internal vacancies based on your typical behaviours, preferences, skills, qualifications and experience.

If you'd like to create an online profile on the digital system, we'll set up an account for you on the re.cr.uit portal, using key information about you from CoreHR. You will then be asked to complete a Working Preferences Questionnaire known as OPQ32, and an individual profile, which is where you can provide us with information about your skills, knowledge qualifications and experience. This profile will also allow you to include your willingness and availability to undertake temporary or emergency response duties as per the Council's Temporary Movement of Staff Protocol.

Once you have a complete profile on our re.cr.uit portal, you will be alerted if your profile is aligned to a particular vacancy. This initial alignment process is an automated one carried out by the system. This process compares your working preferences questionnaire responses (60% of the alignment criteria) and your skills, experience and qualifications (40% of the alignment criteria) to the agreed competencies and behaviours vacancy arising.

If you receive an alignment email for a particular vacancy, you will be asked to complete an internal application form should you be interested in the role. On the application form, you will be able to note if you have been contacted by the Talent Team as per the above so that the recruiting manager can factor this into their selection decisions.

The internal application form will also ask you for your name, payroll, job title, contact details and priority status, alongside your responses to the application questions. This information is required so that the Talent Team and recruiting managers can easily identify applicants, particularly if successful and so that applicants are easily contactable.

Priority status is split into four main groups:

Priority 1 - employees currently on redeployment. This means they no longer have or are no longer able to undertake a substantive role in the organisation either through displacement or on medical grounds. The reason for redeployment does not affect their priority status. Recruiting managers will consider any aligned employees from this category first and must complete the selection processes for this category before they consider any aligned employees from priority category 2.

Priority 2 - employees who are at risk of being displaced due to service restructure or redesign. To classify as priority 2, an employee must have been formally advised that it is proposed their role will

be disestablished or that they are subject to a competitive selection exercise in accordance with the Displacement Assessment Process where there is a reduction in posts or where there is a possibility of not being matched to a new or amalgamated role. This reduction needs to be definite and therefore all business case approval and consultation processes should have been concluded beforehand. This category also includes any modern apprentices within 3 months of the end date of their apprenticeship and who are applying for a role relevant to their apprenticeship. Recruiting managers will not consider any aligned employees from this category until they have confirmed that there are no suitable employees from priority category 1. Recruiting managers must complete the selection processes for this category before they see any aligned employees from priority category 3.

Priority 3 - employees who have signed up to re.cr.uit to be aligned to different roles in the organisation. These include those looking for a career-change those seeking promoted posts and those seeking other opportunities. Recruiting managers will not consider any aligned employees from this category until they have confirmed that there are no suitable employees from priority categories 1 and 2.

Priority 4 - relief / casual workers and agency workers working with the council; employees of arm's length or partner organisations. Recruiting managers will not consider any aligned priority 4 individuals until they have confirmed that there are no suitable employees from priority categories 1, 2 and 3.

Applicants will be required to self-disclose their priority status and this will be available to the recruiting manager so that they can consider applicants in the correct order. It is also used by the Talent Team for reporting purposes.

More information about the process itself is included in the [Internal Recruitment Guidance](#)

The types of information we hold will include information in your Individual Profile, as well as information we capture throughout the recruitment process, such as records of the interview process. We may also ask you to provide evidence of any training, certification, qualifications and licenses (such as a driving license) so we can validate that you are appropriately qualified to undertake the activities of the role, if we don't already hold these for your current role.

As well as using your information for the recruitment process, we will also analyse internal recruitment data to understand how the process is working and how it is affecting staff. We will also use your information to help identify any potential skills or knowledge gaps or potential future recruitment issues across the organisation and also undertake statistical monitoring of the composition of our workforce to help us ensure that we are complying with our equalities duties. This is an anonymised process and is separate from recruitment. We will not use your individual profile or workplace preferences for anything other than internal recruitment or workforce planning.

Some posts require candidates to have Disclosure checks or PVG checks undertaken. In these cases, the Council will process information regarding criminal convictions (and any police intelligence regarding suspected criminality included in a PVG check) to assess your suitability for the post in question. Candidates applying for a post which does not require a PVG check will be asked to complete a Criminal Convictions Declaration form, which the Council will process to assess suitability for that post.

Information about your health may be gathered as part of a health assessment. Candidates for care-related posts will be asked to complete a 'Fitness to Work' declaration. This information is necessary so we can make sure you are medically fit for the role.

As part of our selection process, the Council uses several methods to evaluate candidates' suitability. This may include interviews, practical tests and exercises related to the skills, competencies and behaviours required for the role.

The Council will keep records of the selection process you undertake to inform and evidence our decision-making.

How long we keep recruitment and selection information for

If you indicate you'd like to be considered for an internal vacancy and attend the selection process, but you are then unsuccessful, your information gathered from the recruitment and selection processes, including any interview records, will be kept for six months for most posts. For statutory roles we will keep recruitment information for two years.

If your application is successful, your information gathered by the recruitment and selection process will be added into your Employee Record. Please see the privacy notice for Employee Records ([link](#)) here for more information about how these are managed.

You can update your individual profile information on the digital system at any time. If you leave the organisation your employee account will be deleted.

Your rights

Aberdeen City Council is the Data Controller for your information. You've got legal rights about the way the Council handles and uses your data, which include the right to ask for a copy of it, and to ask us to stop doing something with your data. Please contact the Council's Data Protection Officer by email at DataProtectionOfficer@aberdeencity.gov.uk or in writing at: Data Protection Officer, Marischal College, Aberdeen, AB10 1AB. You also have the right to make a complaint to the [Information Commissioner's Office](#). They are the body responsible for making sure organisations like the Council handle your data lawfully.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a basis for doing so in data protection law. We understand our basis in data protection law to be Article 6(1)(b) of the General Data Protection Regulation (GDPR) because processing your personal information is necessary for us to assess your application to work for us and to undertake a proper recruitment process.

As part of the recruitment and selection processes, the Council is also likely to process special categories of personal data. The Council understands our legal basis for doing so as Article 9(2)(b) of the GDPR as processing is necessary for carrying out our obligations in the field of employment. No special category data is processed to create shortlists.

