

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 is now managed through the re.cr.uit (Retaining employees. Changing roles. Using Internal Talent) process, which allows us to create potential alignments for you to internal vacancies based on your workplace preferences as well as your skills, qualifications and experience.

If you'd like to be considered for an internal vacancy, 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 Workplace 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. You will also be asked for information about any preferences or requirements you may have in terms of vacancies you would or would not like to be considered for (this will be things like, what hours you would like to work, or what grade of vacancies you would consider). This will also include your willingness and availability to undertake temporary 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 automatically be considered for any internal vacancies which arise and 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 workplace preferences (60% of the alignment criteria) and skills, experience and qualifications (40% of the alignment criteria) to the agreed competencies and behaviours vacancy arising.

Staff from the Talent Team will create an initial shortlist from the results generated by the alignment process, and if you have been aligned, you will receive an email alert, and you will be able to indicate whether or not you wish to be considered as part of the shortlist for the vacancy.

Staff from the Talent Team will create a final shortlist of aligned candidates who wish to progress with the internal recruitment process for the vacancy and will pass this shortlist to a recruiting manager so they can arrange and progress an interview and any other required selection methods.

Shortlists will normally be finalised within a week of an internal vacancy closing so if there is a role you are interested in, take a note of the closing date. If you are not aligned with the role then this will allow you to query with the Talent Team why you have not been aligned should you wish to do so, and request that one of the Talent Team can go in and review the shortlisting process, and either provide feedback on why you have not be shortlisted on this occasion or take any other appropriate action.

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

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 members of staff 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 employee profile information 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.