

## Revenue Scotland Candidate Privacy Notice

### What is the purpose of this document?

Revenue Scotland is registered as a Data Controller with the Information Commissioner's Office (ICO). Our registration number is ZA095120. You can view our registration on the [ICO Website](#). This complies with the Data Protection Act 2018 and the UK General Data Protection Regulations (UK GDPR).

As a Data Controller, Revenue Scotland is responsible for deciding how we hold and use personal information about you. You are being provided with a copy of this privacy notice because you are applying for a position as a co-opted member of our Board Committees. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

### Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### Why Data is processed

Data is collected and processed for the purposes of carrying out the appointment exercise.

The lawful basis for processing is Article 6(1)(e) of the UK GDPR because processing is necessary for the performance of a task carried out in the public interest. The public task is that of ensuring the suitability of those applying for public appointments.

### The kind of information we hold about you

In connection with your application for work with us, we will collect, store and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and any covering letter or email such as name, address, email address, telephone number, etc.
- The information you have provided to us in your supporting statement.

- Any information you provide to us during an interview. Additional financial information from you at the offer stage such as bank details and national insurance number in order to facilitate pay,

We may also collect, store and use the following types of more sensitive personal information:

- Information about your gender, race or ethnicity, religious beliefs, sexual orientation where we collect data for equality and diversity monitoring. In addition to this, we may also ask about employment status, age, household income and additional address information.
- Any relevant health information where this may be needed to make reasonable adjustments at during the appointment process.

The additional basis for processing this information is Article 9(2)(g): processing is necessary for reasons of substantial public interest.

The public interest reasons under Schedule 1 DPA 2018 are as follows:

- Paragraph 6: processing is substantially in the public interest and necessary for the exercise of a function conferred on a person by an enactment or rule of law or the exercise of a function for the Crown, a Minister of the Crown or a Government Department.
- Paragraph 8: processing is necessary for the purposes of identifying or keeping under review the existence or absence of equality of opportunity or treatment between groups of people specified in relation to that category with a view to enabling such equality to be promoted or maintained,

### **How is your personal information collected?**

We collect personal information about candidates from the following sources:

- You, the candidate.
- Baseline Personnel Security Standard Checks.
- In certain circumstances, named referees, where we will obtain information relating to your current/previous roles.

### **How we will use information about you**

We will use the personal information we collect about you to:

- Assess your skills, qualifications and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the appointment process.
- Keep records related to our appointment processes.
- Comply with legal or regulatory requirements.

## **Information about criminal convictions**

If you are chosen for the appointment, the Scottish Government (acting as our processors) will carry out Baseline Personnel Security Standard checks. This may involve the processing of criminal offence data. The purpose of this check is to ensure that you are suitable for the appointment in question.

Processing is permitted under Article 10 UK GDPR as processing is authorised by domestic law providing for appropriate safeguards for the rights and freedoms of the data subject.

The provision in the Data Protection Act 2018 which authorises the processing is paragraph 6 of Schedule 1: processing is substantially in the public interest and necessary for performing our functions as a government department of function of the Crown.

## **Data sharing**

### **Why might you share my personal information with third parties?**

Processing your application: some information may be shared with the Scottish Government (and its sub-processors), who carry out data processing for HR and finance purposes on our behalf. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

No data will be transferred outside of the UK.

## **Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from our Data Protection Officer (details below).

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **Data retention**

### **How long will you use my information for?**

We will only retain your personal data for as long as reasonably necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, regulatory, tax, accounting or reporting

requirements. We may retain your personal data for a longer period in the event of a complaint or if we believe there is a prospect of litigation in respect of our relationship with you.

To determine the appropriate retention period for personal data, we consider the amount, nature and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal, regulatory, tax, accounting or other requirements.

The retention period for documents supporting the public appointment process is five years after your appointment has ended.

If you are unsuccessful, personal data is removed two years after your most recent application.

## **Rights of access, correction, erasure and restriction**

### **Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below). Note, however, we may not always be able to comply with your request of erasure for specific legal reasons which will be notified to you at the time of your request.
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact our Data Protection Officer using the contact details set out below.

## Contact Details

Our Data Protection Officer ensures that we respect your rights and follow the law. If you have any concerns or questions about how we look after your personal information, please contact our Data Protection Officer as follows:

Revenue Scotland  
PO Box 24068  
Victoria Quay  
Edinburgh  
EH6 9BR

**Email :** [dpo@revenue.scot](mailto:dpo@revenue.scot)

**Telephone:** 03000 200 310

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) who is responsible for data protection issues in the UK. The Information Commissioner's Office (Scotland) can be contacted as follows:

The Information Commissioner's Office (Scotland)  
Queen Elizabeth House  
Sibbald Walk  
Edinburgh  
EH8 8FT

**Telephone:** 0303 123 1115

**Email:** [Scotland@ico.org.uk](mailto:Scotland@ico.org.uk)

**ICO website:** <https://www.ico.org.uk>