Rethinking Recruitment for Tourism

Data Protection in Recruitment Guidance Note
Data Protection in Recruitment - Guidance Note

Follow these six steps to keep in line with data protection regulations.

1. Justify a reason

Establish the justification for collecting personal data. In recruitment, you have a legitimate reason for collecting job-related personal data of candidates in order to recruit for a specific position.

2. Ask for consent to process sensitive data

Ask candidates for consent to process their sensitive data for example when conducting a background check. Consent should be asked for in a clear manner when requesting the data e.g. they may sign their consent when giving their details for a background check or pre-employment medical.

3. Establish a retention time

You will need to establish an appropriate time to retain candidate data. A suitable time period is usually considered 12 months after the recruitment process has completed, as this is the time period in which a candidate can take a case related to the recruitment process. This should be communicated in the Recruitment Privacy Statement and should also be communicated to candidates upon asking their permission to retain their data.
4. Draft a policy

Ensure that you have a clear recruitment privacy statement which outlines,

- Name and contact details of your organisation.
- A statement that any data requested will be used for recruitment purposes only.
- The company’s legitimate reason for collecting the data.
- The types of candidate data held by the company.
- Who the company will share the data with.
- Where the company stores the data.
- A timeline for how long the company plans to store the candidate’s data.
- A statement explaining how the company will protect the candidate’s data.

This policy can be published alongside your application form or your job advertisement.

5. Ensure job application forms & job ads are compliant

- Only ask for personal data that is necessary and relevant.
- Be transparent. Let candidates know that you intend to use their data for recruitment purposes only. State this in the application form and job advertisement.
- Ensure your privacy policy is easily accessible to the candidate. This policy can be posted alongside your job advert or application form.

6. Know the candidate’s rights

- Allow candidates to access their personal data upon request.
- Delete people’s personal data upon their request.
- Allow candidates to withdraw their consent.