Introduction

Translink consists of the Northern Ireland Transport Holding Company (NITHC) and its subsidiaries. The Department for Infrastructure (DFI) oversees NITHC and NITHC is legally obliged to share information with the DfI.

Translink ("we", "our" or "us") is a data controller pursuant to the GDPR which means we are responsible for deciding how we hold and use your personal information. The Translink Group is committed to protecting and respecting your privacy. This privacy notice sets out the basis on which we process (i.e., collect, organise, store, use, access, retrieve, share, delete) your personal information as part of our candidate application and recruitment process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

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.

What personal information do we collect and when do we collect it?

Application – we will receive details set out in your online application form and contact details either directly from you or from recruitment agencies. This may include disability information which we would process in order to make reasonable adjustments at the next stage.

Assessment – information provided by you in psychometric tests and interview/assessment, including psychometric test results and notes of interviews which we conduct.

Pre-employment screening – we will check that you are legally entitled to work in the UK, obtain proof of your qualifications, carry out a criminal records check, obtain references and request that you attend and satisfy a medical check. This information is necessary to assess your suitability for a role which involves the provision of public services.

Offer – if you are offered a position with us you will be sent a contract and asked to provide further information such as your bank details and emergency contact/next of kin details. You will be provided with a further privacy notice which applies to the information we hold about our staff.

Why is this information collected?

We will typically collect and use this information for the following purposes:

- to take steps to enter into a contract;
- for compliance with a legal obligation (e.g. our obligation to check that you are eligible to work in the United Kingdom);
- for the performance of a task carried out in the public interest; and
- for the purposes of our legitimate interests, but only if these are not overridden by your interests, rights or freedoms.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Special category (sensitive) data

We have a statutory obligation under Section 75 of the Northern Ireland Act 1998 and Article 55 of the Fair Employment and Treatment (NI) Order 1998 to process certain special category data for equality and monitoring purposes. This sensitive data may include information about your age, gender, disability, racial group and community background.

We may also process information relating to your health. This information is processed to assess your fitness to work. The reason for this processing is to ensure compliance with our legal obligation to provide a safe working environment for our employees and customers.

There may be other instances where we process sensitive personal data. However, we will always obtain your explicit consent prior to processing such information unless this is not required by law.

Criminal offence data

We process criminal record data when an Access NI criminal record check is carried out. This data is only obtained where we have specific legal authorisation to do so and is not retained for any longer than necessary.

We will process information about your criminal convictions history if we would like to offer you a role with us. All successful candidates are required to provide information on any unspent convictions. This information will not be retained for longer than necessary.

The roles of Bus Driver and Shunter/Cleaner meet the definition of Regulated Activity (as defined by the Protection of Freedoms Act 2012) and therefore require an enhanced disclosure check to be carried out which may result in information on spent convictions also being processed, including a check to ensure applicants are not named on the Disclosure and Barring Service (DBS) barred list for working with children.

What do we do with your information?

We will not use your information for any other purpose than the administration of your job application. It will be stored securely throughout the recruitment process.

Your information will only be shared with the hiring manager, HR department and those conducting the interview/assessment and pre-screening checks.

Where your information is shared with third parties, such as the companies which carry out the pre-screening checks, psychometric assessments and shortlisting, these parties are contractually obliged by us to take appropriate measures to keep your information safe and secure and therefore this should not have any impact on you.

Automated decision making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

Your rights

You have various rights as an individual which you can exercise in relation to the information we hold about you, including rights of access, correction, restriction of processing, data portability and objection. You also have a qualified right to have personal data we hold about you erased. You can read more about these rights at **https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/**.

You also have the right to lodge a complaint about how your data is processed with the Information Commissioner's Office. We would be grateful if you would raise any issue which you have with us in the first instance (see contact details below) so that we may assist you.

Withdrawing consent

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You can withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact dpo@translink.co.uk. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our Retention and Disposal Policy, we will dispose of your personal data securely.

Data retention

We will retain certain personal information for a period of 4 years. We retain your personal information for that period for the following key reasons:

- To enable us to demonstrate that in the event of a legal claim, we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.
- As a public authority, we have legal obligations under Section 75 of the Northern Ireland Act 1998 and Article 55 of the Fair Employment and Treatment (NI) Order

1998 to process sensitive personal data for equality monitoring purposes (as mentioned above).

After this period, we will securely destroy your personal information in accordance with our Retention & Disposal Policy. Further, if you are a reserve candidate, we will retain your application on file for up to 24 months in the event that a vacancy arises in the future. If this situation applies to you, we will write to you and inform you that you may opt out of having your application information retained.

Changes to this notice

Any significant changes we make to this notice in the future will be provided to all staff and all versions will be posted on our intranet. This notice was last reviewed on 12th November 2023.

Contact Us

Questions, comments and requests regarding this notice or the information that we collect from you are welcomed and should be addressed to our Data Protection Officer, Legal & Governance Department, 9th Floor, 22 Great Victoria Street, Belfast, BT2 7LX, or emailed to dpo@translink.co.uk.

VERSION CONTROL RECORD

Policy Owner:		HR Services Manager	
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Nov 2019	HR Compliance & Governance Officer	07/09/2021	No significant changes. Typing errors corrected. Change to wording of 'Changes to this notice' – to indicate 'significant' changes will be communicated out
1.2 08/09/2021	HR Compliance & Governance Officer	09/05/2023	Added detail regarding appropriate reasons for barred list checks and relevant legislation. Corrected retention policy title