



## Applicant Tracking System

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# Privacy Information

## Privacy and Cookies Policy

### Our policy in full

Issued: 2<sup>nd</sup> December 2016

Last updated: 25<sup>th</sup> May 2018

November 2021 Version: 3

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## 1. Who are we?

*greater.jobs* is a collaboration of public sector employers led by Wigan Council who are responsible for the **greater.jobs** Applicant Tracking System (ATS).

The ATS is provided and hosted by Engage ATS who are part of Havas People Ltd.

A list of the public sector employers involved can be viewed in Appendix 1.

This list will be updated from time to time to reflect any changes, including the names of any additional employers.

When we refer to “we” or “our” we are referring to these **greater.jobs** employers who are responsible for the use and control of personal information collected by our ATS, all of whom are data controllers for this collaboration.

## 2. Introduction

We respect your privacy and recognise how important it is that your personal information remains secure when you are using our **greater.jobs** ATS.

We want our services to be safe and flexible, so you have a choice over how you interact with our system irrespective of the device you choose to log on with.

This Privacy and Cookies Policy relates to our use of any personal information we collect and explains the following:

- what information we may collect from/about you;
- how we will use information we collect about you;
- when we may use your details to contact you;
- whether we will disclose your details to anyone else;
- your choices regarding the personal information you provide to us;
- the use of cookies on our ATS site

We are committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use it in line with all applicable laws concerning the protection of personal information, including the UK General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018 (these laws are referred to collectively in this Privacy and Cookies Policy as the “Data Protection Legislation”).

You can browse for jobs advertised on our site and if you wish to apply for a job with one of the **greater.jobs** employers, you will need to register an account on our ATS.

### 3. What about links to other websites?

Our ATS contains hyperlinks to our **greater.jobs** Careers and Recruitment website at [www.greater.jobs](http://www.greater.jobs). If you visit our Careers and Recruitment website, please refer to the separate Privacy and Cookie policy for that site.

This ATS also contains links to other websites owned and controlled by third parties. These third-party websites have their own privacy policies, and are also likely to use cookies, and we therefore urge you to review them.

We are not responsible for the protection and privacy of any information which you provide whilst visiting other sites which are not governed by our Privacy and Cookie policy.

### 4. How secure is the information which I give to greater.jobs?

We have contracted with Engage ATS to provide and manage the ATS for us. Engage ATS use industry standard security measures including secure servers, firewalls and SSL encryption, to safeguard personal information and to ensure that it is collected and stored securely against unauthorised access in accordance with data protection legislation. Engage ATS are accredited to ISO27001 which is the international security standard for information security.

If you register an account, you must

- keep your password confidential and agree not to disclose your password to anyone else.
- if concerned that your **greater.jobs** ATS account could have been compromised e.g. someone could have discovered your password, change your password and [contact us](#) straight away.

### 5. What information will you collect about me?

You may visit our ATS site to browse for advertised vacancies and [Section 14](#) explains our cookies policy and the information we may collect about you, when browsing. It also explains how you can disable cookies.

If you are interested in a particular job, you may be directed to apply via a third-party employer who is using our ATS site solely to advertise their vacancies.

If you are directed to another website as explained in [Section 3](#) we are not responsible for third party websites, and you are advised to review their privacy and cookie policies.

In all other cases, if the job you are interested in is advertised by one of the **greater.jobs** employers or associate employers, you will need to register an account in order to complete and submit an application within our ATS.

When you register for an account, we will ask for your:

*Title; Full name and your Email address*

You will also be prompted to choose and confirm a password.

This must be 8 characters long and include at least one symbol.

Once registered you can then complete and submit online job applications. Data collected as part of this application includes your name and contact details. We'll also ask you about previous experience, education, referees and for answers to questions relevant to the role.

Any application you submit, and other personal information collected in furtherance of your application, is only accessible to the particular **greater.jobs** employer to whom you have made a job application.

The only exceptions are:

- if a **greater.jobs** employer is providing a recruitment service on behalf of an associate employer, such as a school or Academy.
- where authorised people are involved in either the administration of the system and/or recruitment and selection process for a specified role

You may also choose to join our 'Talent Pool' and upload your CV.

Joining our Talent Pool enables you to select the employer(s), type and location of jobs which may be of interest to you, allowing the **greater.jobs** employers you have selected to proactively contact you and invite you to apply for any jobs that match the criteria you have selected.

You can update your Talent Pool preferences at any time from the candidate home page accessible via your account.

We also use cookies and more information about the information we collect and the choices you have is explained in [Section 14](#).

## 6. How will you use the information collected about me?

We will use your personal information for a number of purposes including the following:

- (i) for “administration purposes” to:
  - process your account; manage your Talent Pool preferences and respond to your requests, complaints and enquiries;
  - verify your email account to enable you to reset your password;
  - notify you of any changes that may affect the operation of your account;
  - invite you to participate in voluntary surveys so we can assess and improve the candidate experience and our online service
  
- (ii) for “recruitment and selection purposes”, to ensure that:
  - applications submitted by you are directed to the relevant **greater.jobs** employer to enable them to assess your suitability for the role, manage the recruitment and selection process, including pre-employment and verification checks, shortlisting and interview selection with a view to making employment offers to successful candidates;
  - we are able to collect pre-employment information for successful candidates, including for example emergency contacts;
  - if you have joined the Talent Pool, the employers you have selected are able to contact you about specific jobs that match the preferences you have chosen;
  
- (iii) for producing aggregated statistics of system user traffic (including visits from different countries beyond the UK); for equalities monitoring purposes and for analysis, and for research purposes so that we may continuously improve the services we offer;
  
- (iv) for monitoring the security of our system and for blocking and/or reporting inappropriate or disruptive use to appropriate authorities

Where we propose using or disclosing your personal information for any other purpose, we will ensure that we notify you in advance by updating this notice and by highlighting this prominently on our home page.

For information about disclosures to third parties (including those required as part of the recruitment process), please see [Section 9](#) for details.

**The legal bases we rely on for processing your personal information are:**

Article 6(1)(b) of the UK GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract.

If you provide us with any information about reasonable adjustments, you require under the Equality Act 2010 the lawful basis we rely on for processing this information is Article 6(1)(c) to comply with our legal obligations under the Act.

The lawful basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnicity information is article 9(2)(b) of the UK GDPR, which relates to our obligations in employment and the safeguarding of your fundamental rights. And Schedule 1 part 1(1) of the Data Protection Act 2018 which again relates to processing for employment purposes.

## **7. How can I use my greater.jobs account?**

Once you have created a **greater.jobs** account on our ATS site you will be able to log on.

From your account you will be able to:

- edit, save and submit applications for **greater.jobs** vacancies
- review and edit elements of applications you have submitted, including withdrawing or deleting applications in certain circumstances
- manage all related job communications you send or receive
- access your candidate home page and update any Talent Pool preferences you may have selected for receiving proactive job alerts
- manage and reset your password

You must keep your password safe and if you believe it has been compromised, you need to change it and [contact us](#) straightaway.

You can also request deletion of your account. For more information about this, please refer to Section 11.

## 8. When will you contact me?

We may contact you:

- in relation to any service you have agreed to receive to ensure that we can deliver the services to you, e.g. to help you reset your password or to check if you still want to use the service (if your account is dormant);
- to progress an application you have submitted (this is automatically directed to the relevant **greater.jobs** employer so they can progress the recruitment and selection process with you);
- in relation to any correspondence we receive from you or any request, comment or complaint you make about the *greater.jobs* ATS system;
- to invite you to participate in voluntary surveys so we can assess and improve the candidate experience;
- if there are any changes that may affect the operation of your account or, if a particular service, activity or online content has been suspended for maintenance;

We will never contact you to ask for your **greater.jobs** account password, or other login information. Please be cautious if you receive any emails or calls from people asking for this information and claiming to be from or to represent **greater.jobs**.

## 9. Will you share my personal information with third parties?

Your personal information will be shared with other third parties where the **greater jobs** employer to whom you have made a particular application needs to:

- confirm factual information provided by you or to conduct necessary pre-employment checks;
- contact the referees you have specified

Only authorised third party users involved in the recruitment and selection process for a particular role may have access to your application.

We may also use third parties to process information on our behalf, for example to provide services or analysis. In these circumstances our providers are not allowed to use your personal information for their own business purposes. Otherwise, your personal information will only be shared with third parties where this is permitted or required by law (for example with law enforcement agencies where necessary for the purpose of a criminal



investigation; for fraud prevention or detection, for the protection of public funds or for safeguarding children or protecting persons from harm).

We will not share any of the information you provide with any third parties for marketing purposes.

#### **10. What if I am under 16?**

You are welcome to browse our site but only those aged 15 or over are eligible to register for an account with **greater.jobs**

#### **11. Can I delete my greater.jobs account and Talent Pool preferences?**

Yes, you can request deletion of your greater.jobs account and/or your Talent Pool preferences whenever you choose.

Once your account is deleted saved applications and copies of any communications between you and **greater.jobs** employers will be erased.

Also, if you have not used your account to submit an application for a period of 18 months, your account will be closed by us.

However, you will be able to register for a new account in future if you wish

If you wish to retain job applications and other communications indefinitely, we recommend that you download copies to your own device.

#### **12. How long will you keep my personal information?**

Information you may have supplied to a particular **greater.jobs** employer or is collected about you during the recruitment process is part of the business records of the relevant employer and there are legal reasons governing how long these records must be kept.

The length of time these records are retained within the ATS and/or by a particular employer varies and depends on the outcome of a particular recruitment event. This is explained further below.

##### **(i) Appointed candidates**

If you are appointed your application and other information, including pre-employment information, will form part of the employment record held by your **greater.jobs** employer and will be independently held by that employer for as long as it is required for employment related purposes. For further information on how long the particular employer holds your personal data and how they process your data please view their own Recruitment and Employment privacy notice. Links are provided in the table below.

## **(ii) Unsuccessful candidates**

If you are unsuccessful, the period the **greater.jobs** employer to whom you have made an application will retain your application or any additional personal information collected from you or in connection with your application in their own employment records may be found in the privacy notice in **Section 13**.

## **(iii) All candidate information in the ATS**

All personally identifiable data stored in the ATS system will be anonymised once it is 18 months old. This balances the need to ensure personal information is not held longer than is necessary with the interest of account holders in retaining access to account information for a reasonable period of time.

## **13. How can I exercise my data protection rights?**

Under Data Protection Legislation you have a number of rights and can obtain more information about these from the Information Commissioner's website at <https://ico.org.uk/>.

These rights, include the right to request a copy of personal information held about you and to have any inaccuracies corrected.

While your **greater.jobs** account remains active, you have access to saved copy applications and communications between you and particular **greater.jobs** employers that are no more than 18 months old. You can also retain applications and other communications by downloading copies to your device.

As explained in [Section 12](#) all personally identifiable information held in the ATS will be anonymised once it becomes 18 months old. Anonymised statistical information will not identify specific individuals.

If you wish to exercise any of your rights while your account is active, you will need to contact the particular **greater.jobs** employer(s) to whom you have made job applications. This is because for security and privacy reasons, employer information held on the **greater.jobs** ATS may only be accessed by those authorised by the particular **greater.jobs** employer(s) to whom you have made job applications.

Please direct your request to the relevant **greater.jobs** employer

The relevant email contact addresses for the **greater.jobs** employers are given below:

The relevant employer will advise you whether they hold any personal information about you and any information they need from you in order to process your request.

Authority	Contact email address	Privacy Notice link
Bury Council	<a href="mailto:CEX-FOIRequests@bury.gov.uk">CEX-FOIRequests@bury.gov.uk</a>	<a href="https://www.bury.gov.uk/index.aspx?articleid=14524">https://www.bury.gov.uk/index.aspx?articleid=14524</a>
Bolton Council	<a href="mailto:Freedomofinfo@bolton.gov.uk">Freedomofinfo@bolton.gov.uk</a>	<a href="#">recruitment-and-employment-privacy-notice (bolton.gov.uk)</a>
Greater Manchester Combined Authority (includes Fire & Rescue)	<a href="mailto:dataprotection@manchesterfire.gov.uk">dataprotection@manchesterfire.gov.uk</a>	<a href="#">GMCA privacy notice</a>
Manchester Council	<a href="mailto:informationcompliance@manchester.gov.uk">informationcompliance@manchester.gov.uk</a>	<a href="#">Manchester City Council's privacy notice</a>
Oldham Council	<a href="mailto:Information.manager@oldham.gov.uk">Information.manager@oldham.gov.uk</a>	<a href="#">Privacy Notice - Recruitment and Employment   Oldham Council</a>
Rochdale Council	<a href="mailto:foi@rochdale.gov.uk">foi@rochdale.gov.uk</a>	<a href="#">Recruitment Privacy Notice (rochdale.gov.uk)</a>
Salford Council	<a href="mailto:infogovernance@salford.gov.uk">infogovernance@salford.gov.uk</a>	<a href="https://www.salford.gov.uk/legal-notices/privacy-statement/">https://www.salford.gov.uk/legal-notices/privacy-statement/</a>
Stockport Council	<a href="mailto:dpa.officer@stockport.gov.uk">dpa.officer@stockport.gov.uk</a>	<a href="https://www.stockport.gov.uk/privacy-notices/about-your-council-recruitment">https://www.stockport.gov.uk/privacy-notices/about-your-council-recruitment</a>
Tameside Council	<a href="mailto:information.governance@tameside.gov.uk">information.governance@tameside.gov.uk</a>	<a href="#">Tameside Metropolitan Borough Council Data Protection Privacy Notice</a>
Trafford Council	<a href="mailto:data.protection@trafford.gov.uk">data.protection@trafford.gov.uk</a>	<a href="http://www.trafford.gov.uk/about-your-council/data-protection/privacy-notices/Service-Level-Privacy-Notices/Recruitment-Employment-Privacy-Notice.aspx">http://www.trafford.gov.uk/about-your-council/data-protection/privacy-notices/Service-Level-Privacy-Notices/Recruitment-Employment-Privacy-Notice.aspx</a>
Transport for Greater Manchester	<a href="mailto:data.protection@tfgm.com">data.protection@tfgm.com</a>	<a href="#">TfGM Privacy notice   Transport for Greater Manchester</a>
Wigan Council	<a href="mailto:subjectaccess@wigan.gov.uk">subjectaccess@wigan.gov.uk</a>	<a href="#">Recruitment and Employment Privacy Notice (wigan.gov.uk)</a>

If you need assistance or have any other questions or queries about this Privacy and Cookies Policy please contact the Information Governance Team at Wigan Council, Town Hall, Library Street, Wigan, WN1 1YN or by email: [legalinformationgovernance@wigan.gov.uk](mailto:legalinformationgovernance@wigan.gov.uk)

#### **14. How do cookies affect me?**

When you are browsing our ATS site, you can choose to accept or decline cookies. These are small files of letters and numbers that we put on your computer or other device through which you access our site and includes IP addresses. An IP address is a number that can uniquely identify a specific computer or other network device on the internet and other information about devices from visitors to our site

Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. If you want to prevent our cookies being stored on your computer or other device, you may do so by referring to your internet browser's instructions. Further information on deleting or controlling cookies is available at [www.aboutcookies.org](http://www.aboutcookies.org).

However, if you decide to set up an account on our ATS we will need to use cookies in the following ways:

- For authentication purposes - identifying you when you sign in to the ATS
- For saving your preferences - to remember the way you like to view the ATS

On registration, you will be asked to agree to us using cookies as described on your current device and on other devices that you may use to access the ATS. You will not be able to use the ATS otherwise.

If you have any concerns about the way that we use cookies, then please contact the Information Governance Team at Wigan Council, Town Hall, Library Street, Wigan, WN1 1YN or by email [legalinformationgovernance@wigan.gov.uk](mailto:legalinformationgovernance@wigan.gov.uk)

#### **15. Changes to our Privacy and Cookies Policy**

This Privacy and Cookies Policy may be updated from time to time so you may wish to check it each time you submit personal information to us. The date of the most recent revision will appear on this page. If you do not agree to these changes, please do not continue to use our ATS system to submit personal information to us.

If material changes are made to the Privacy and Cookies Policy, affecting how we would like to use your personal information, we will notify you by placing a prominent notice on our home page.

## **16. Contacting us about this Privacy and Cookies Policy**

If you any questions or comments about this Privacy and Cookies Policy please contact the Data Protection Officer at Wigan Council, Town Hall, Library Street, Wigan, WN11YN or by email:

[legalinformationgovernance@wigan.gov.uk](mailto:legalinformationgovernance@wigan.gov.uk)

## Appendix 1: Employers in the greater.jobs collaboration

Bury MBC

Bolton MBC

Greater Manchester Combined Authority

Manchester City Council

Oldham MBC

Rochdale MBC

Salford City Council

Stockport MBC

Tameside MBC

Trafford MBC

Transport for Greater Manchester

Wigan MBC