



PRIDE IN SHOEBURYNNESS RECRUITMENT

PRIVACY POLICY

This privacy notice explains your rights and gives you the information you are entitled to under UK data protection legislation. It only refers to the information you provide in the Pride in Place application (for example, your name, address, answers to the application, and anything that could be used to identify you or others personally).

WHO WE ARE:

Office of Bayo Alaba MP is the information controller for the purposes of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

HOW WE COLLECT AND STORE YOUR INFORMATION:

Personal information is collected through the Pride in Place online application service, which is hosted and backed up using Contact Form 7 and the CFDB7 plugin. The CFDB7 plugin stores all form submissions directly in Bayo Alaba MP WordPress database. Contact Form 7 acts as a information processor on our behalf and processes personal information only in accordance with our instructions.

HOW WILL WE STORE YOUR INFORMATION:

- All information is being stored in Bayo Alaba MP WordPress database on BayoAlaba.com web server
- It will not be sent to external third-party services.

Appropriate safeguards are in place to ensure your personal information is protected in line with UK GDPR requirements.

WHAT INFORMATION WE ARE COLLECTING:

As part of the recruitment process, we will collect and process personal information including:

- Name
- Phone number
- Email address
- Address
- Pride in place Application responses

PURPOSE OF COLLECTION AND HOW WE WILL USE YOUR INFORMATION:

- Process applications and assess candidate suitability for the role
- Manage the recruitment and selection process
- Make recruitment decisions
- Communicate with all applicants
- Meet legal and regulatory requirements

WHO YOUR INFORMATION WILL BE SHARED WITH:

It is important that applicants are aware from the outset that their personal information will be shared for recruitment purposes with the following parties:

- **MEMBER OF PARLIAMENT:** Bayo Alaba
- **THE LOCAL AUTHORITY:** Southend City Council
- **THE CHAIR:** Once appointed

All parties will only use your personal information for purposes connected with this recruitment exercise and in accordance with data protection legislation.



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LAWFUL BASIS FOR PROCESS:

We process your personal information based on:

- **LEGITIMATE INTERESTS** - to manage a fair and transparent application process.
- **PUBLIC TASK** - where processing is necessary to deliver the Pride in Place programme.

SENDING INFORMATION:

- Your personal information will not be sent overseas.
- Or sent to any third-party organisation.

HOW LONG WILL WE KEEP YOUR INFORMATION:

- Your personal information will be retained until after the recruitment process has concluded, after which it will be securely deleted unless there is a lawful reason to retain it for longer.
- All applicants can request deletion at any point.

YOUR RIGHTS:

You have the right to:

- Request access to your personal information
- Request correction of inaccurate or incomplete information
- Request deletion of your information
- Object to or restrict how your information is processed

Raise a concern with the Information Commissioner's Office (ICO)

https://www.gov.uk/government/publications/plan-for-neighbourhoods-neighbourhood-boards-and-place-boundaries/neighbourhood-board-membership-and-place-boundary-form-privacy-notice?utm_source=chatgpt.com#complaints

CONTACT DETAILS

If you have any questions about this Privacy Notice or how your personal information is handled, please contact:

Bayo Alaba MP

Bayo.alaba.mp@parliament.uk