



FORM GUIDANCE

Why do I need to sign it?

The declaration (highlighted in green on the form) is needed to confirm that you have read the privacy notice and that you consent for us to store and use your data in the way we have described. If you do not sign this section we will be unable to store your information and you may miss out on the positive action support we have on offer.

An electronic signature is fine if the document is sent to us from the email address given on the completed form.

Who is responsible for the information on the form?

Once you complete the form it contains sensitive information about you. You are responsible for the security of the information until such time as it comes into the possession of North Wales Police.

Where should I send the completed form?

Please return completed forms to:

Email: **PositiveAction@nthwales.pnn.police.uk** or

Mail: **Workforce Representation Team, C/O Deeside Police Station, Wepre Drive, CH5 4HA**

PRIVACY NOTICE

What we need?

North Wales Police (NWP) will only collect relevant personal data about you in order to fulfil our purpose of providing you with job opportunities you have expressed an interest in. This will include special types of information such as ethnic origin, religion, academic qualifications, and also basic details such as name, address, gender, date of birth and contact details.

Why we need it?

We require basic information (name, contact details etc.) in order to keep you informed, by email or post, of the latest vacancies for the types of roles you have expressed an interest in.

Your gender and special category data, such as ethnic origin, religion, sexual orientation or disability is collected to assist with NWP's positive action recruitment strategy.

Why we need it?

Data on academic qualifications is collected, as this will inform your application route. We are recording this in advance to help us assess how many potential candidates hold such a qualification or not and what support we can provide to assist in your application process.

What we do with it?

Your data will be kept on a secure database and only accessible by the Workforce Representation or Recruitment team, who may contact you to further your application, resolve a query or to offer/inform you of any support or positive action events that may be available to you. Your data will only be used to contact you regarding a vacancy you have expressed an interest in. It will never be used for marketing purposes.

How long do we keep it?

The personal information you provide us will be kept on our database for a 12 month period, after which we will send you an email asking if you wish to stay on the database and continue to receive job opportunities. If you do not reply within seven days of us emailing you, your personal data will be deleted.

What if I change my mind?

You can withdraw your consent at any time and any information we hold about you will immediately be deleted. To do this please email **positiveaction@nthwales.pnn.police.uk**

What are your rights as a data subject?

Under the Data Protection Act 2018 you have a number of rights that you can exercise in relation to the data we process about you. Under certain circumstances, by law you have the right to:

- request access to your personal information (commonly known as a right of access request). This enables you to receive a copy of the personal information we hold about you and check that we are lawfully processing it and that it is accurate
- request rectification 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 lawful reason for us to continue to process it
- 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
- You will not have to pay a fee to access your personal information (or to exercise any of the other rights).

We sometimes need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

Further information about these rights can be found within the Data Protection Act 2018 and on the Information Commissioner's Office website: www.ico.org.uk

To exercise any of these rights please contact our Data Protection Officer at:

Email: **dataprotectionenqs@nthwales.pnn.police.uk**

Mail: Data Protection Officer, North Wales Police Headquarters,
Glan y Don, Colwyn Bay, LL29 8AW. Telephone: 01492 805125

What if I have a complaint about the way my data has been processed?

North Wales Police tries to meet the highest standards when processing personal data. We take complaints very seriously. If you have any concerns about the way that we have handled your personal data please bring it to the attention of our Data Protection Officer at:

Email: dataprotectionenqs@nthwales.pnn.police.uk

Mali: Data Protection Officer, North Wales Police Headquarters,
Glan y Don, Colwyn Bay, LL29 8AW.

Telephone: 01492 805125

You are also able to submit complaints to the Information Commissioner's Office at:

Mail: The Information Commissioner's Office, Wycliffe House, Wilmslow, Cheshire SK9 5AF

Telephone: 0330 414 6421 (Welsh) 0303 123 1113 (English)

Website: www.ico.org.uk

EXPRESSION OF INTEREST

FORM		
First Name	Last Name	Date of Birth
Address	Town/City	Postcode
Mobile Phone Number	Landline Number	Email Address
Please identify which role you are interested in		
<input type="checkbox"/> PCSO	<input type="checkbox"/> Special Constable	<input type="checkbox"/> Operational Support Staff
<input type="checkbox"/> Crime Services	<input type="checkbox"/> Administration	<input type="checkbox"/> Control Room
<input type="checkbox"/> Analytical	<input type="checkbox"/> I.T.	<input type="checkbox"/> Volunteer
<input type="checkbox"/> Apprentice (16 Years or Over)	<input type="checkbox"/> Cadet (Age 13 - 18 Years)	
Gender (please specify)	Disability	LGBTQ+
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> No	<input type="checkbox"/> No
	<input type="checkbox"/> Prefer Not to say	<input type="checkbox"/> Prefer Not to say

Ethnic Background

<input type="checkbox"/> White - British	<input type="checkbox"/> Asian / Asian British - Indian
<input type="checkbox"/> White - Irish	<input type="checkbox"/> Asian / Asian British - Pakistani
<input type="checkbox"/> White - Eastern European	<input type="checkbox"/> Asian / Asian British - Bangladeshi
<input type="checkbox"/> White - Gypsy or Irish Traveller	<input type="checkbox"/> Asian / Asian British - Sikh
<input type="checkbox"/> Any Other White Background	<input type="checkbox"/> Any other Asian Background
<input type="checkbox"/> Mixed - White and Black Caribbean	<input type="checkbox"/> Black / Black British - Caribbean
<input type="checkbox"/> Mixed - White and Black African	<input type="checkbox"/> Black / Black British - African
<input type="checkbox"/> Mixed - White and Asian	<input type="checkbox"/> Any other Black Background
<input type="checkbox"/> Any Other Mixed Background	<input type="checkbox"/> Arab
<input type="checkbox"/> Any other Ethnic Group	<input type="checkbox"/> Chinese
<input type="checkbox"/> Jewish	<input type="checkbox"/> Prefer Not to say

Highest Level Of Academic Qualification

<input type="checkbox"/> Masters or above	<input type="checkbox"/> Degree / NVQ Level 5	<input type="checkbox"/> A'Level / NVQ Level 3
<input type="checkbox"/> O'Level / GCSE / CSE	<input type="checkbox"/> No Formal Qualification	
<input type="checkbox"/> Other qualification abroad, please specify:		

Any other information

Declaration

I can confirm that I have read the attached data protection privacy notice. I understand by completing and submitting this form I am giving my consent to you processing my personal data for the purpose described.

Signature:

Date: