

Privacy Notice Recruitment Data

Data Controller: St Paul's Medical Centre, Dickson Road, Blackpool FY1 2HH
Tel: 01253 623896 email: st.pauls.medicalcentre@nhs.net

Data Protection Officer: Julie Holford (acting – temporary position)

Compliance Officer: Julie Holford, Practice Manager Julie.Holford@nhs.net

Introduction

As part of any recruitment process, the practice collects and processes personal information, or personal data, relating to job applicants. This personal information may be held by the practice on paper, or in electronic format.

The practice is committed to being transparent about how it handles your personal information, to protecting the privacy and security of your personal information and to meeting its data protection obligations under the General Data Protection Regulation (GDPR). The purpose of this privacy notice is to make you aware of how and why we will collect and use your personal information during the recruitment process. We are required under the GDPR to notify you of the information contained in this privacy notice.

What types of personal information do we collect about you?

Name	Address
Home/mobile telephone number	Personal email address
Current salary	Employment History
Education/Training History	References
National Insurance Number	Registration with professional bodies
Hours	Employment gaps
Right to work documentation	references from former employers

The practice may also collect, use and process the following special categories of your personal information during the recruitment process (as applicable):

- Whether or not you have a disability for which the practice may need to make reasonable adjustments during the recruitment process
- Equality opportunities monitoring – this information is anonymised or can be withdrawn at any time. It is entirely your choice whether to provide such personal information.

This information is collected on your application via NHS jobs which is a secure website or via Curriculum Vitae (CV).

We would only gather further information about you if you are successful in your job application e.g. bank details, next of kin once your employment begins.

What we use the information for?

The purposes for which we are processing, or will process, your personal information are to:

- Manage the recruitment process and assess your suitability for employment
- Comply with statutory and/or regulatory requirements and obligations e.g. registered with the General Medical Council, Nursing & Midwifery Council, eligibility to work in the UK
- Comply with the duty to make reasonable adjustments for disabled job applicants

What if you fail to provide personal information?

If you fail to provide certain personal information when requested, we may not be able to process your job application properly or at all. You may also be unable to exercise your statutory rights.

Change of purpose

We will only use your personal information for the purposes for which we collected it, i.e. for the recruitment exercise for which you have applied.

However, if your job application is unsuccessful, the practice may wish to keep your personal information on file for in case there are future suitable employment opportunities with us. We will ask for your consent before we keep your personal information on file for this purpose. Your consent can be withdrawn at any time.

Legal basis for processing

The information below categorises the types of data processing and the lawful basis which we process your data and only the reasons for processing.

Making recruitment decisions	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Assessing training requirements	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests
Making reasonable adjustments for disabled employees	Legal obligation
Carrying out checks in relation to your right to work in the UK	Legal obligation

Who has access to your information?

Your personal information will be shared internally within the practice for the purposes of the recruitment exercise, including GP partners and Management team. The practice will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment. At that stage, we may also share your personal information with third parties including:

- With the Disclosure and Barring Service to obtain a criminal records check
- Former employers to obtain references
- External organisations for the purposes of conducting pre-employment references and employment background checks.

How do we protect your information?

All paper-based personal information is kept in locked cabinets or drawers. All sensitive computer-held data is held on a secure drive or password protected. All computer-held information on NHS jobs is stored securely see their privacy policy.

Retention Period

The practice only keeps your data for as long as it is required which for unsuccessful candidate is between 6 months and 1 year.

You have the right to withdraw your consent to us storing your data at any time, there will be no consequences for withdrawing permission and your data will be securely destroyed.

For successful candidates your data will be kept and transferred to your employee personnel file which we will then inform you of the privacy notice for employees.

Access to your data

You have a right to access any data we hold on you which can be accessed by following the Subject Access Request Policy.

How to make a complaint

If you are unhappy with the way in which your personal data has been processed you may in the first instances contact Julie Holford.

If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk