



## Recruitment Candidate Privacy Notice

### Introduction

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you.

This privacy notice applies to personal information processed by or on behalf of the Organisation.

This Notice explains

- Who we are, how we use your information and our Data Protection Officer
- What kinds of personal information about you we process
- What should you do if your personal information changes
- The legal grounds for our processing of your personal information (including when we share it with others)
- For how long your personal information is retained by us
- What are your rights under data protection laws

The General Data Protection Regulation (GDPR) became law on 25 May 2018. This regulation protects the personal and sensitive data of a living individual. It is currently known as the UK GDPR 2021 after the United Kingdom withdrew from the European Union on 31 January 2020.

This Notice describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights

This Privacy Policy applies to the personal data collected from Candidates applying for roles within the Organisation.

### How we use your information and the law

We will be the 'Controller' of the personal data you provide to us.

Upon commencement of your employment with the company, you will be asked to supply the following personal information:

Name, address, telephone numbers, email address, date of birth, national insurance number, bank details, emergency contact information and health information.

The information that we ask you to provide to the company is required by the business for the following reasons:

- For us to review your application
- For us to contact you for interview details
- Comply with appropriate Employment law
- To ensure that we can provide any reasonable adjustments as necessary

We ask that you provide ID for copying to comply with our responsibilities as an employer under section 8 of the Asylum and Immigration Act 1996.

Throughout the application process we will collect data and add to your file i.e. interview scores etc

### How we lawfully use your data

We need to know your personal, sensitive and confidential data to Employ you, under the General Data Protection Regulation we will be lawfully using your information in accordance with: -

- *Article 6, (b) Necessary for performance of/entering into contract with you*
- *Article 9(2) (b) Necessary for controller to fulfil employment rights or obligations in employment.*

This Privacy Notice applies to the personal data of our Candidates.

### How we maintain the confidentiality of your records

We are committed to protecting your privacy and will only use information collected lawfully in accordance with:

- Data Protection Act 2018
- The General Data Protection Regulations 2016
- Human Rights Act 1998
- Common Law Duty of Confidentiality
- NHS Codes of Confidentiality, Information Security and Records Management

We will only ever use or pass on information about you if others who have a genuine need for it. We will not disclose your information to any third party without your permission unless there are exceptional circumstances (i.e. life or death situations), where the law requires information to be passed on.

Our Organisation policy is to respect the privacy of our candidates and to maintain compliance with the UK General Data Protection Regulations (UK GDPR 2021) and all UK specific Data Protection Requirements (Data Protection 2018). Our policy is to ensure all personal data related to our candidates will be protected.

All employees and sub-contractors engaged by our Organisation are asked to sign a confidentiality agreement. The Organisation will, if required, sign a separate confidentiality agreement if it is necessary. If a sub-contractor acts as a data processor for the Organisation, an appropriate contract (art 24-28) will be established for the processing of your information.

In some circumstances you may have the right to withdraw your consent to the processing of data. Please contact the Data Protection Officer in writing if you wish to withdraw your consent. In some circumstances we may need to store your data after your consent has been withdrawn to comply with a legislative requirement.

### Where we store your information electronically

All the personal data we process is processed by staff located in the UK however for the purposes of IT hosting and maintenance this information may be located on servers within the European Union.

No third parties have access to your personal data unless the law allows them to do so and appropriate safeguards have been put in place. We have a Data Protection regime in place to oversee the effective and secure processing of your personal and or special category (sensitive, confidential) data.

### Who are our partner organisations?

We may also have to share your information, subject to strict agreements on how it will be used, with the following organisations:

- NHS Commissioning Support Units
- Clinical Commissioning Groups
- NHS England (NHSE) and NHS Digital (NHSD)
- Local Authorities
- CQC
- Private Sector Providers providing employment services
- Other 'data processors' which you will be informed of

You will be informed who your data will be shared with and in some cases asked for consent for this to happen when this is required.

We may also use external companies to process personal information, such as for archiving purposes. These companies are bound by contractual agreements to ensure information is kept confidential and secure. All employees and sub-contractors engaged by our Organisation are asked to sign a confidentiality agreement. If a sub-contractor acts as a data processor for the Organisation, an appropriate contract (art 24-28) will be established for the processing of your information.

### How long we store your information for

We are required under UK tax law to keep your information and data for the full retention periods as specified by the UK Employment legislation as below:

Examples of documents we may keep about you	How long we must keep them
Application forms or CV's	6 months
Training Records	2 years
DBS data checks	6 months

### Accessing, moving or amending the data that you have given to us

Even if we already hold your personal data, you still have various rights in relation to it. To get in touch about these, please contact us. We will seek to deal with your request without undue delay, and in any event in accordance with the

requirements of any applicable laws. Please note that we may keep a record of your communications to help us resolve any issues which you raise.

**Right to object:** If we are using your data because we deem it necessary for our legitimate interests to do so, and you do not agree, you have the right to object. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases). Generally, we will only disagree with you if certain limited conditions apply.

**Right to withdraw consent:** Where we have obtained your consent to process your personal data for certain activities, or consent to market to you, you may withdraw your consent at any time.

**Right to erasure:** In certain situations (for example, where we have processed your data unlawfully), you have the right to request us to "erase" your personal data. We will respond to your request within 30 days (although we may be allowed to extend this period in certain cases) and will only disagree with you if certain limited conditions apply. If we do agree to your request, we will Delete your data but will generally assume that you would prefer us to keep a note of your name on our register of individuals who would prefer not to be contacted. That way, we will minimise the chances of you being contacted in the future where your data are collected in unconnected circumstances. If you would prefer us not to do this, you are free to say so.

**Right of data portability:** If you wish, you have the right to transfer your data from us to another data controller.

### Access to your personal information

Data Subject Access Requests (DSAR): You have a right under the Data Protection legislation to request access to view or to obtain copies of what information the organisation holds about you and to have it amended should it be inaccurate. To request this, you need to do the following:

- Your request should be made to the Organisation
- There is no charge to have a copy of the information held about you
- We are required to respond to you within one month (see below)

The timeframe will begin when either:

- We receive the request; or
- When we receive further information; or
- When a fee (if any) is paid

Whichever is the latest.

The deadline is one month, however, we can pause this if we require more information from you. The deadline can be extended by an additional two months depending on the complexity of the request, the number of requests you make, or if we must process a large amount of data. We will notify you if the extension will be applied.

We will perform reasonable and proportionate searches to locate your personal data in response to a subject access request, therefore you may be asked to narrow the scope of your request.

### What to do if your personal information changes

You should tell us so that we can update our records please contact the HR Manager as soon as any of your details change, this is especially important for changes of address or contact details (such as your mobile phone number), the Organisation will from time to time ask you to confirm that the information we currently hold is accurate and up to date.

### Objections / Complaints

Should you have any concerns about how your information is managed, please contact the HR Manager in the first instance. If you are still unhappy following a review by the organisation, you have a right to lodge a complaint with a supervisory authority: You have a right to complain to the UK supervisory Authority:

Information Commission:  
Wycliffe house  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113  
<https://ico.org.uk/>

Please note that the Information Commission will not accept complaints from data subjects until they have fully gone through our complaints process.

If you are happy for your data to be extracted and used for the purposes described in this privacy notice, then you do not need to do anything. If you have any concerns about how your data is shared, then please contact the Organisations Data Protection Officer.

If you would like to know more about your rights in respect of the personal data we hold about you, please contact the Data Protection Officer.

### Data Protection Officer:

The Organisation's Data Protection Officer can be contacted via email (detailed below). Any queries regarding Data Protection issues should be addressed to:

Email: [DPO.healthcare@nhs.net](mailto:DPO.healthcare@nhs.net)

**Changes:** It is important to point out that we may amend this Privacy Notice from time to time. If you are dissatisfied with any aspect of our Privacy Notice, please contact the Organisation's HR Manager in the first instance.