



JOB APPLICANT PRIVACY NOTICE

Data Controller: Haxby Group

**Data Protection Officer: Julie Lund, General Manager – Email: Julie.lund1@nhs.net
Tel: 01904 724809**

As part of any recruitment process, Haxby Group collects and processes personal data relating to job applicants and is committed to being transparent about how it collects and uses that data in line with data protection legislation.

What information do we collect from job applicants?

Haxby Group collects and processes a range of information about you as a job applicant. This includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender.
- Details of your qualifications, skills, experience and employment history. This includes dates from and to with your previous employers.
- Information about your remuneration, including entitlement to benefits such as pensions or insurance cover.
- Information about your nationality and documents to prove entitlement to work in the UK.
- Information about your criminal record.
- Sometimes, information about medical or health conditions, including whether or not you have a disability for which the practice needs to make reasonable adjustments.
- Details of professional registration status.
- Equal opportunities monitoring information, including information about your ethnic origin and health.

How we collect this information?

We collect this information in a variety of ways depending on what type of information it is, for example:

- Application forms/CVs.
- Information collected throughout the interview/recruitment process.
- Information collected during interviews.

We also collect personal data about you, from third parties

There is a need seek personal data about you from a third party to assist with the employment relationship/contract. This is usually only done once an offer of employment has been made to you.

- Criminal records check i.e. Disclosure and Barring Service (DBS) checks.
- Employment references that are supplied by your former employers.
- Character references that are supplied by a family member or friend etc.

Where will your data be stored?

Job applicant personal data is stored in a variety of different places which can include:

- Recruitment record stored with HR.
- IT Systems including e-mails.
- Computer drives.

Why does Haxby Group process personal data?

The business needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you if you are successful.

Haxby Group needs to process your data to ensure that it complies with its legal obligations such as being required to check a successful applicant's eligibility to work in the UK before employment starts.

The business has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the business to:

- Manage the recruitment process.
- Assess and confirm your suitability for employment.
- Decide whom to offer a job to.
- Respond to and defend against legal claims.

Where the practice relies on legitimate interests as a reason for processing data, it will consider whether or not those interests are overridden by the rights and freedoms of applicants, employees or workers.

Haxby Group will process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the business processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

Who will have access to your data?

Your information will be shared internally for the purposes of the recruitment process. This includes:

- Members of the panel involved in the recruitment process.
- Managers in the area with a vacancy.

Haxby Group will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The business will then share your data with former employers to obtain references for you, the Disclosure and Barring Service to obtain necessary criminal records checks along with Occupational Health to obtain clearance that you are fit to work.

We will, with your permission transfer your data to countries outside the European Economic Area.

How do we protect your personal data?

We take the security of your data seriously at Haxby Group. We have internal controls and policies in place to ensure that your data is not lost, stolen, accidentally destroyed, misused or disclosed and is not accessed by unauthorised persons.

For how long does the practice keep data?

If your application for employment is unsuccessful, we will hold your data on file for no longer than one year after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent to be kept on file; your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and will be retained during your employment. The periods for which your data will be held can be found in internal documents.

Your rights as a job applicant

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request.
- Require the business to change incorrect or incomplete data.
- Require the business to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where the business is relying on its legitimate interests as the legal ground for processing.
- Ask the business to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the business' legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer: Julie Lund, General Manager – Email: Julie.lund1@nhs.net Tel: 01904 724809.

What if you refuse to provide personal data?

You are under no statutory or contractual obligation to provide data to Haxby Group during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

If you believe that Haxby Group has not complied with your data protection rights, you can complain to the Information Commissioner's Office.