

Baddow Village Surgery

Recruitment Privacy Notice

As part of any recruitment process Baddow Village Surgery collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

Baddow Village Surgery collects a range of information about you.

This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK

Baddow Village Surgery may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and you have given your consent to do so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Baddow Village Surgery process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Baddow Village Surgery 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes Partners, practice manager and interviewers involved in the recruitment process.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does Baddow Village Surgery protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long does Baddow Village Surgery keep data?

If your application for employment is unsuccessful, Baddow Village Surgery will hold your data on file for 6 (six) months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment.

The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights as a data subject

You have a number of rights. You can:

- access and obtain a copy of your data on request
- require Baddow Village Surgery to change incorrect or incomplete data
- require Baddow Village Surgery to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing

If you would like to exercise any of these rights, please contact Alana.shears@nhs.net

If you believe that Baddow Village Surgery has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Baddow Village Surgery 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.