

Job Applicant Privacy Notice

**Data controller: Carole Bayliss, Patient Support Director,
carole.bayliss@gpcare.org.uk**

As part of any recruitment process, GP Care collects and processes personal data relating to its job applicants. GP Care is committed to being transparent about how it collects and uses this data and to meeting its data protection obligations.

What information does GP Care collect?

GP Care collects a range of information about you, as a job applicant. 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, including benefit entitlements;
- whether or not you have a disability for which GP Care needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, marital status, health, and religion or belief.

GP Care collects this information in a variety of ways. For example, data might be contained in application forms, CVs or covering letters, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests or questionnaires.

GP Care will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. GP Care will seek information from third parties only once a job offer has been made to you and will only use referees provided by yourself.

Data will be stored in a range of different places, including on your application record, hard copies of the recruitment campaign, in HR management systems, on other GP Care IT systems (including email) and on vacancy website portals e.g. NHS Jobs, if this has been your method of application.

Why does GP Care process applicant personal data?

GP Care needs to process personal 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.

In some cases, GP Care needs to process data to ensure that we are complying with our legal obligations. For example, GP Care is required to check a successful applicant's eligibility to work in the UK before employment starts.

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

Where GP Care relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of applicants, employees or workers and has concluded that they are not.

GP Care processes health information if it needs 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 GP Care processes other special categories of data, such as information about ethnic origin, marital status, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, GP Care is obliged to seek information about criminal convictions and offences. Where GP Care seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

GP Care will not use your data for any purpose other than the recruitment exercise for which you have applied. If your application is unsuccessful and you wish GP Care to keep your personal data on file in case there are future employment opportunities for which you may be suited, you must give us consent to do so.

Who has access to applicant data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

GP Care will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. GP Care will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

GP Care will not transfer your data outside the European Economic Area.

How does GP Care protect applicant data?

GP Care takes the security of your data seriously. It has 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. These include IT systems restrictions so that access to files is controlled, access to vacancy website portals given to HR staff only, confidential waste destruction and any hard copies of recruitment data kept within locked cabinets within a room that has restricted access.

For how long does GP Care keep applicant data?

If your application for employment is unsuccessful, GP Care will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow GP Care to keep your personal data on file, GP Care will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent if earlier, 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 personnel file 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 GP Care to change incorrect or incomplete data;
- require GP Care 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 GP Care is relying on its legitimate interests as the legal ground for processing; and
- ask GP Care to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override GP Care's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Georgia Golding, HR Georgia.Golding@gpcare.org.uk

If you believe that GP Care 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 GP Care during the recruitment process. However, if you do not provide the information, GP Care may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.