

Privacy Notice for Job applicants

Data Controller (HR Data): Jacquie Harris, HR Manager – Jacquie.Harris@raphaelhospital.co.uk

Data Protection Officer: Dr Gerhard Florschutz, Director - Gerhard@raphaelhospital.co.uk

Why does the organisation process personal data?

The organisation collects and processes applicant's personal data to enable it to conduct a fair and robust recruitment process.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an employee's entitlement to work in the UK and to carry out criminal records checks to ensure that individuals are permitted to work with vulnerable adults.

Where the organisation 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 employees or workers and has concluded that they are not.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities and for health and safety purposes). This information will be collected after a conditional offer of employment has been made.

Where the organisation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

What information does the organisation collect?

In order to be considered for a role within the organisation, applicants are required to complete an **Application Form** – the information requested enables us to contact you, assess your education and qualifications, skills, experience and employment history, against the criteria for the job. Healthcare workers are required to be registered to work in this organisation and therefore we ask about any fitness to practice investigation/proceedings by a licensing or regulatory body in the UK or in any other country.

Once you have been conditionally offered a position, you will be required to complete a **Work Health Assessment Form**. This form enables us to assess your health and well-being in relation to the proposed job and put in any support or adjustments to the workplace or shift patterns. If you are a healthcare worker you will be required to complete the Immunisation Assessment Section. This information remains confidential to the HR Department who may share it with Occupational Health should it be deemed necessary.

All employees and workers at The Raphael Medical Centre need a clear **Enhanced DBS check**. To complete this form you will need to supply personal details (as per the Application Form) plus date of birth and gender; addresses for the last 5 years and we will need 3 original documents e.g. passport, driving licence, household bill/bank statement. For the final part of the recruitment process, we will request **two references** from previous employers. As per the details on the application form, we will always ask for your permission prior to requesting references.

If your application is successful, your data is stored electronically on the organisation's **HR management system** and in other IT systems including the organisation's email system. If your application is unsuccessful then your application form will be stored in hard copy until the recruitment process for that vacancy is completed at which point, your data will be shredded. If we wish to retain your details for future vacancies, we will always ask your permission first and specify for how long we will retain it.

Who has access to data?

Applicant's data will be shared internally with members of the **HR team and recruiting managers**. If you are made a conditional offer of employment, the organisation shares your data with third parties in order to obtain **pre-employment references** from other employers and to obtain necessary criminal records checks from the **Disclosure and Barring Service**. You will be advised if it is felt necessary to share your Work Health Assessment Form with an **Occupational Health provider**.

How does the organisation protect data?

The organisation takes the security of your data seriously. The organisation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is only accessed by those with a need to do so.

Your rights

As a data subject, you have a number of rights regarding your data. To find out more please contact the Data Controller named at the top of this form.

What if you do not provide personal data?

Failing to provide data may mean that we are unable to process your application fully. Certain information, such as contact details and your right to work in the UK have to be provided to enable the organisation to consider entering into a contract of employment with you.

If at any point, you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner <https://ico.org.uk>.