

Privacy Notice for Job Applicants

1. As part of any recruitment process, The Humberside Group of Local Medical Committees Ltd (Humberside LMCs) collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting all our data protection obligations.

What information do we collect?

2. Humberside LMCs 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, including benefit entitlements
 - 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.

How do we collect information?

3. Humberside LMCs may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.
4. 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 will inform you that we are doing so.

How do we store your data?

5. 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 do we process personal data?

6. We process your personal data so that we can evaluate you as a potential employee, contact you about the recruitment process, take up references and conduct pre-employment checks.

What are our legal grounds for handling personal data?

7. Humberside LMCs 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 we offer a job.
8. In some cases, we need to process data to ensure that we are **complying with our legal obligations**. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.
9. If your application is unsuccessful, Humberside LMCs may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your **consent** before we keep your data for this purpose and you are free to withdraw your consent at any time.

Special Categories of Data

10. As part of the recruitment process, Humberside LMCs may process special categories of data which are defined as *“personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, and the processing of genetic data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation”*.
11. If we process any special categories of data about you as part of the recruitment process, we will do so under one of the following legal bases:
 - **Carrying out the obligations and exercising specific rights in the field of employment** – for example, we may collect information about whether or not applicants have a disability to make reasonable adjustments for candidates at interview.
 - **Public interest** – for example, we may collect information about your ethnic origin or sexual orientation to ensure meaningful equal opportunities monitoring.
 - **Defence of legal claims** – we may need to process this data in exceptional circumstances in order to respond to and defend legal claims.
 - **Explicit Consent** – we will tell you the specific purpose and seek your agreement

Who has access to your data?

12. Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the Senior Management Team, the Board and other individuals involved in the recruitment or interviewing process (including supporting administrative staff) if access to the data is necessary for the performance of their roles.
13. We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. If you are offered employment, we will then share certain information with:
 - former employers and/or other referees you have named to obtain references and to check your employment background;
 - our external payroll provider in order that once you commence employment you can receive your salary;
 - our IT support provider (Humber Foundation Trust) in order that the relevant hardware, software, system access and security measures can be put in place for the start of your employment with us.

14. Other than as mentioned above, we will only disclose information about you to third parties if we are legally obliged to do so.

How do we protect data?

15. We take the security of your data seriously. We have a Data Protection Policy in place to ensure that your data is not misused or disclosed and is not accessed except by our employees and Directors in the proper performance of their duties.

How long do we keep data?

16. If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. If you give your permission, we will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted/destroyed. You will be asked when you submit your application form or CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.
17. 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. A new privacy notice which outlines how we process employee data will be provided to you.

Your rights

18. As a data subject, you have a number of rights. You can:
- Access and obtain a copy of your data on request
 - Require us to change incorrect or incomplete data
 - In certain circumstances, require us 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 Humberside LMCs is relying on its legitimate interests as the legal ground for processing
 - Request that we transfer your data to another controller
19. If you would like to exercise any of these rights or have any concerns as to how your data is processed or would like additional information about anything within this document, please contact Amalia Booker, Director of Operations by any of the following means:

Email: amalia.booker@nhs.net

Phone: 01482 655111

Post: The Humberside Group of Local Medical Committees Ltd, Albion House,
Albion Lane, Willerby, Hull, HU10 6TS

20. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's Office (ICO). Further information about reporting a concern can be found at: <https://ico.org.uk/concerns/>. The ICO can also be contacted:

By phone: 0303 123 1113

In writing: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,
SK9 5AF

What if you do not provide personal data?

21. You are under no statutory or contractual obligation to provide data to The Humberside Group of Local Medical Committees Ltd 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.