

## Recruitment Privacy Notice

### **Our contact details**

Name: Elmwood Family Doctors

Address: Huddersfield Road, Holmfirth, HD9 3TR

Phone Number: 01484 943000

### **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Educational and professional qualification details
- Employment history
- Referees identifiers & contact details
- Equality & diversity monitoring information
- Safeguarding information as required for the specific role

### **How we get the personal information and why we have it**

- The personal information we process is provided to us directly by you for recruitment and selection purposes.
- We use the information that you have given us in order to shortlist and contact candidates for interview and to support decision making in the selection process.
- This information may be gathered for us by NHS Jobs
- We do not share this information with other organisations.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

#### **(a) Your consent.**

You are able to remove your consent at any time. You can do this by contacting the Practice Administrator at the above address.

### **How we store your personal information**

Your information is securely stored on the NHS Jobs website prior to the interview stage. Interview documentation is kept in a secure location following your interview. Subject to you providing consent at the interview, we keep interview documentation for 6 months. We will then dispose of your information by securely shredding all paper records.

## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Practice Administrator at the above address (under 'Our contact details') if you wish to make a request.

## **How to complain**

If you have any concerns about how we use your personal information, you should contact the Practice Manager in the first instance.

If you have any concerns about how we handle your information you may also wish to speak to the Information Commissioners Office about it:

Information Commissioner's Office  
Wycliffe House, Water Lane, Wilmslow, SK9 5AF  
Telephone: **0303 123 1113**  
Website: [www.ico.org.uk](http://www.ico.org.uk)