



## Privacy Notice – Recruitment / Employees

As part of any recruitment process, Cuckfield Medical Practice 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 encompassed within the General Data Protection Regulations.

<p><b>1) Data Controller</b> contact details</p>	<p>Cuckfield Medical Practice, Glebe Road, Cuckfield, Haywards Heath, West Sussex, RH17 5BQ</p>
<p><b>2) Data Protection Officer</b> contact details</p>	<p>Dr Susan Ferrier, Caldicott Guardian : 01444 458738 e-mail: <a href="mailto:cuckfield.reception@nhs.net">cuckfield.reception@nhs.net</a></p>
<p><b>3) Purpose &amp; Lawful basis</b> for processing</p>	<p>We need to process data to complete a recruitment campaign. 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. Cuckfield Medical Practice 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.</p> <p>We may also need to process data from job applicants to respond to and defend against legal claims. Cuckfield Medical Practice may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.</p> <p>If your application is unsuccessful, Cuckfield Medical Practice 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 it keeps your data for this purpose and you are free to withdraw your consent at any time.</p>
<p><b>5) Recipient or categories of recipients</b> of the shared data</p>	<p>The data will be shared with the relevant team Managers specific to the recruitment type. 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. We do not share your data with any external organisation for the purpose of marketing. We may need to share your data with the Criminal Barring Organisation if a DBS is relevant for your role. You will be asked for consent before we make the DBS application.</p>

<b>6) Rights to object</b>	You are under no statutory or contractual obligation to provide data to Cuckfield Medical Practice 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.
<b>7) Right to access and correct</b>	<p>As a data subject, you have a number of rights. You can:</p> <ul style="list-style-type: none"> <li>• access and obtain a copy of your data on request;</li> <li>• require the organisation to change incorrect or incomplete data;</li> <li>• require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and</li> <li>• object to the processing of your data where Cuckfield Medical Practice is relying on its legitimate interests as the legal ground for processing.</li> </ul>
<b>8) Retention period</b>	<p>If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.</p> <p>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.</p>
<b>9) Right to Complain.</b>	<p>You have the right to complain to the Information Commissioner’s Office, you can use this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a></p> <p>or calling their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)</p>