

Recruitment Privacy Notice

Organisation: Bearwood Medical Centre (the Practice)

Bearwood Medical Centre (“We”, “Us”) are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to Us, will be processed by Us in connection with Our recruitment processes. Please read the following carefully to understand Our views and practices regarding your personal data and how We will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) and the version of the GDPR retained in UK law (the “UK GDPR”) the Data Controller is Bearwood Medical Centre.

Where you apply for a job opening posted by Us, these Privacy Notice provisions will apply to Our processing of your personal information.

Where you apply for a job opening via the application function on a job site or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal data and may also collect data from Us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner’s Privacy Notice.

Your Personal Information

Information We collect from You

We collect and process some or all the following types of information from you:

- Information that you provide when you apply for a role (such as your CV or Resumé). This includes information provided through an online job site, via email, in person at interviews and/or by any other method.
- In particular, We process personal contact details such as name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide to Us, as well as your video in case you conduct your interview using the Video Interview feature.
- copies of driving licence, passport, birth certificates and proof of current address, such as bank statements and council tax bills
- evidence of your right to work in the UK and immigration status
- diversity and equal opportunities monitoring information – this can include information about your race or ethnicity, religious beliefs, sexual orientation, disability and other ‘special category data’
- information about your health, including any medical needs or conditions
- If you contact Us, We may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.

- References
- Other publicly available information about you that you have published on the Internet – this may include sources such as LinkedIn and other social media profiles.
- We may receive your personal data from a third party who recommends you as a candidate for a specific job opening or for our business more generally.

Uses Made of Your Information

Lawful basis for processing

We rely on legitimate interest as the lawful basis on which We collect and use your personal data. Our legitimate interests are the recruitment of staff for Our business.

Where you apply for a job opening through the Indeed Apply functionality, we rely on your consent, which is freely given by you during the application process, to disclose your personal data to Indeed on the basis described below.

Purposes of processing

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To enhance any information that we receive from you with information obtained from third party data providers.
- To find appropriate candidates to fill Our job openings.

How We store your Personal Data

Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where We are legally required to do so.

Unfortunately, the transmission of information via the internet is not completely secure. Although We will do Our best to protect your personal data, We cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

Where we store your personal data in our own desktop computer systems, any hard copies are stored in lockable rooms.

If you would like further information please contact Us (see 'Contact' below). We will not otherwise transfer your personal data outside of the United Kingdom OR EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

Questions and complaints

We hope that We can resolve any query or concern you raise about Our use of your information.

If you have any questions about this privacy notice you can contact us on:

bearwoodmedicalcentre@nhs.net

Or contact the Data Protection Officer (DPO):

Hayley Gidman

Email: mlcsu.ig@nhs.net

Telephone Number: 01782 872648

The [General Data Protection Regulation](#) and the UK GDPR also gives you right to lodge a complaint with a supervisory authority, in particular (under the GDPR) in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/make-a-complaint> or telephone: 0303 123 1113.

All questions, comments and requests regarding this Privacy Notice should be addressed to Sharad Sohal, sharad.sohal@nhs.net