

Privacy Notice For Applicants



This privacy notice is for information only and you do not need to take any action.

Our purpose for collecting and using information about you

As an NHS Trust we need to collect, use and share personal and sensitive information (special categories) about individuals who make a job application to us. This privacy notice summarises how and why we collect your personal information in relation to our recruitment process, what we do with it and what rights you have in relation to it.

The Trust needs personal information about you to assess your suitability for the role you have applied for. If you fail to provide the information we need when requested, we will not be able to process your application successfully.

What information do we collect and how will we use it?

The Trust has a lawful basis to process and retain information for managing the recruitment process. It is necessary for:

- ✓ the Trust to comply with its legal obligations; and
- ✓ the performance of a task carried out in the public interest or in the exercise of official authority vested in the Trust.

The Trust will only collect and use information that is relevant to the recruitment process. Depending on your circumstances, this will include the information you provide on your application form, covering letter, any information provided via our online recruitment portal (NHS Jobs), and the information you provide during an interview or other selection process.

If your application results in a conditional offer of employment we will be obtaining the following information:

- ✓ Occupational Health check
- ✓ References
- ✓ Copies of relevant qualifications
- ✓ Confirmation of professional registration where relevant
- ✓ Evidence of your right to work in the UK (passport or specified alternative)
- ✓ Proof of identity including photographic identification and address details

If you do not become an employee then your information will be managed in line with the paragraph below headed 'Storage and destruction'. If you do become an employee the information will be retained during your employment with us and destroyed in line with the Trust [Records Retention, Archiving and Disposal Policy](#).

Sensitive information

We will use your particularly sensitive personal information in the following ways:

- ✓ Occupational Health information will be used to determine your fitness for work.
- ✓ We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- ✓ We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. This information will not be available to anyone involved in the selection process and will not be published except as part of a set of anonymised statistics.
- ✓ Disclosure and Barring Service (DBS) information will be used to determine your suitability for the role.

Sharing personal information

We will only share your personal information with the following third parties for the purposes of processing your application, for example partner organisations involved in the selection process. Third parties will not retain information after the selection process has concluded.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

For example controlled access to the Trust's electronic systems such as the Electronic Staff Record (ESR) and the Occupational Health system e-OPAS. We will keep paper records in a secure location or a locked cabinet.

Storage and destruction

Under the NHS employment guidance, we will retain records of unsuccessful applicants for a period of 12 months and then it is destroyed in line with the Records Retention, Archiving and Disposal Policy. Information held by NHS Jobs will be removed automatically after 12 months.

This is so we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information unless your application had been successful and you have started employment with us.

Your rights

Under the Data Protection legislation you have the right to make a request to us, as the data controller, to access your information (this is called a subject access request) and also raise any concerns regarding information that you may feel needs to be rectified, erased or restricted.

Further information about your rights can be found in the Trust's [Information Governance Policy](#) and the Information Commissioner's Office (ICO). You can find further information on the Trust Website under [Information Governance](#) or on the ICO website.



If you have any concerns or objections regarding the use of your recruitment information please contact the Trust's Recruitment Team in the first instance or the Data Protection Officer (details below).

Other important points to note

- ✓ We will use your information to communicate with you in a variety of ways such as via post, telephone, personal email and through the NHS Jobs message system. If we intend to use technology, such as Skype, for interview purposes we will let you know and explain the process.
- ✓ If we intend to use automated decision making and profiling we will let you know and explain this to you.
- ✓ If your information is to be transferred outside of the European Economic Area (EEA) we will inform you and make sure the appropriate safeguards are in place to ensure its security and protection.
- ✓ When sharing your information, it is not always necessary to use identifiable data. When this is the case we will anonymise or pseudonymise the information, for example, using it for planning and research purposes.
- ✓ We will use information to keep visitors safe on Trust premises, this includes CCTV, number plate recognition and parking management systems. Capturing information in this way is not used to routinely monitor visitors to the Trust, however, it may be used in police investigations or internal investigations following an incident.



Data Portability

The data collected through NHS Jobs is not held on our Electronic Staff Record and therefore cannot be transferred electronically to other NHS employers. Therefore, this does not meet the criteria for Data Portability under the General Data Protection Regulation.

Incident Reporting

We will report, manage and investigate incidents in accordance with the Trust Policy and notify the Department of Health and ICO, without undue delay, of any serious incidents.

Data Protection Officer and Information Commissioner's Office (ICO)

Shropshire Community Health NHS Trust has a Data Protection Officer who can help you with any queries or concerns that you may have regarding the handling of your information.

Please contact Data.Protection@shropcom.nhs.uk

Tel: 01743 871967, or write to Shropshire Community Health NHS Trust,
Information Governance Department, William Farr House, Corridor J, Mytton Oak
Road, Shrewsbury SY3 8XL



Related [Information Governance](#) Trust policies can be found on the Trust Website.

We will regularly review, and where necessary, update this Privacy Notice and bring any new uses of personal data (whilst we still hold it) to your attention.

If you have concerns or wish to make a complaint about the use of your information you can contact the ICO in a number of ways and full details on their website.

