

Recruitment Candidate Privacy Notice

Introduction

Bourn Hall Clinic is committed to protecting your privacy and handling your personal information fairly, lawfully and transparently. This Privacy Notice explains how we collect, use, store and protect your personal information during our recruitment process, the lawful basis for processing your information and your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This Privacy Notice applies to all applicants applying for employment with Bourn Hall Clinic.

Why We Collect Your Personal Information

We collect and process your personal information to:

- Assess your suitability for the role you have applied for.
- Communicate with you throughout the recruitment process.
- Verify your identity and your legal right to work in the UK.
- Carry out pre-employment checks where appropriate.
- Consider you for other suitable vacancies within Bourn Hall, where appropriate.
- Comply with our legal and regulatory obligations.

If you do not provide the information we reasonably require, we may be unable to progress your application.

Our Lawful Basis for Processing

We process your personal information under one or more of the following lawful bases:

- Taking steps at your request before entering into an employment contract.
- Compliance with our legal obligations, including employment, immigration and safeguarding legislation.
- Our legitimate interests in recruiting suitable employees, managing recruitment processes and maintaining appropriate recruitment records.
- Where required, your explicit consent.

Where we process special category or criminal offence data, we do so only where permitted by UK GDPR and applicable legislation.

What Personal Information We Collect

Depending on the stage of recruitment, we may collect:

- Your name, address and contact details.
- Information contained within your CV, application form and covering letter.
- Employment history, qualifications, skills and experience.
- Interview notes, assessment results and recruitment feedback.
- Information you provide during interviews, assessments or other recruitment activities.
- References (normally obtained after a conditional offer has been made unless you have agreed otherwise).

If your application is successful, we will request further information necessary to complete pre-employment checks and establish your employment.

Special Category and Criminal Offence Data

Where necessary and permitted by law, we may process special category personal data during recruitment. This may include:

- Health information where reasonable adjustments are required during the recruitment process.
- Occupational health information following a conditional offer of employment, including health declarations and evidence of immunity where required for clinical roles.
- Criminal offence data where a Disclosure and Barring Service (DBS) check is required for the role.

Where a role is eligible under the Rehabilitation of Offenders Act 1974 (Exceptions) Order, we may ask you to disclose relevant criminal convictions and obtain an appropriate DBS check.

We will verify your identity and your legal right to work in the UK in accordance with immigration legislation before employment commences.

If your application is successful, we will also collect payroll and employment information, including your National Insurance number, bank account details and emergency contact information.

Sharing Your Personal Information

We will only share your personal information where necessary for recruitment purposes, including with:

- Recruitment system providers acting on our behalf.
- Disclosure and Barring Service (DBS) providers where applicable.
- Occupational Health providers.
- Your referees (normally following a conditional offer).
- Government or regulatory bodies where required by law.

All third-party providers are required to process your personal information securely, confidentially and only in accordance with our instructions.

We do not sell your personal information.

We do not routinely transfer your personal information outside the United Kingdom. Where one of our service providers processes pieces of information outside the UK, appropriate safeguards will be in place in accordance with UK GDPR.

Data Security

We have implemented appropriate technical and organisational measures to protect your personal information against accidental loss, unauthorised access, disclosure, alteration or destruction.

Access to your personal information is restricted to employees, managers, contractors and service providers who have a legitimate business need to know. Everyone handling your information is subject to appropriate confidentiality obligations.

How Long We Keep Your Information

If your application is unsuccessful, we will normally retain your recruitment records for up to **12 months** following completion of the recruitment process. This enables us to:

- Consider you for future suitable vacancies where appropriate.
- Respond to any legal claims.
- Demonstrate that recruitment decisions were made fairly and without discrimination.

After this period, your information will be securely deleted or anonymised unless we are legally required to retain it for longer.

If you are appointed, your recruitment information will become part of your employee record and will be retained in accordance with our Employee Privacy Notice and Records Retention Schedule.

Your Rights

Under UK GDPR you have several rights regarding your personal information. Depending on the circumstances, these include the right to:

- Request access to your personal information.
- Request correction of inaccurate or incomplete information.
- Request deletion of your personal information.
- Request restriction of processing.
- Object to processing based on our legitimate interests.
- Request the transfer of certain personal information to another organisation.
- Withdraw your consent where processing is based on consent.

If you wish to exercise any of these rights, please contact the People and Organisational Development Department.

Changes to this Privacy Notice

We may update this Privacy Notice from time to time to reflect changes in legislation, regulatory guidance or our recruitment processes. The most current version will always be available on request.

Contact Us

If you have any questions about this Privacy Notice or how we process your personal information, please contact:

People and Organisational Development Department

Bourn Hall Clinic

If you remain dissatisfied with how we have handled your personal information, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**.

Further information is available at www.ico.org.uk.

This Privacy Notice is provided for the information of job applicants. No action is required unless you wish to exercise your data protection rights.