

Job Applicant Privacy Notice

(May 2018)

Phyllis Tuckwell Memorial Hospice Ltd, known as Phyllis Tuckwell Hospice Care (PTHC), collects and processes personal data relating to job applicants as part of our recruitment process. PTHC is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This privacy notice explains how and why we use and hold the data you provide us. Please read this document carefully.

PTHC reserves the right to amend this document from time to time to ensure that we remain compliant with the Data Protection Act and the General Data Protection Regulations (GDPR).

What information does PTHC collect?

PTHC collects a range of information about you.

This includes

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current salary
- whether or not you have a disability for which PTHC needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

PTHC collects this information in a variety of ways including your application form and CV, from your passport or other identity documents, or through interviews and other forms of assessment.

Data, such as your application form and interview notes will be stored in a range of different places, including our secure filing cabinets and electronically on our HR database (Ciphr) and email.

Why does PTHC process personal data?

PTHC needs to process data to undertake the recruitment process at your request and, should you be successful in your application, prior to entering into a contract with you. In some cases, PTHC needs to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

PTHC 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 PTHC to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide who to appoint. PTHC may also need to process data from job applicants to respond to and defend against legal claims.

Where PTHC processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes and is anonymous.

For many of our roles PTHC is obliged to seek information from the Disclosure and Barring Service.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise, including (but not limited to) members of the HR team, the recruiting manager and interviewers involved in the recruitment process.

PTHC will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. PTHC will then share your data with others including former employers to obtain references for you, Occupational Health and if appropriate, the Disclosure and Barring Service.

PTHC will seek information from third parties only once a job offer has been made.

PTHC will not transfer your data outside the European Economic Area.

How does PTHC protect your data?

PTHC takes the security of your data seriously and has policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is only accessed by employees in the performance of their duties.

How long does PTHC keep your data?

PTHC holds data for no longer than is necessary for the purposes for which it is processed and in accordance with our Data Protection Policy. If your application for employment is unsuccessful, with your agreement, PTHC will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, or should you withdraw your consent prior to this, your data is deleted and confidentially destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights.

You can:

- access and obtain a copy of your data on request
- require PTHC to change incorrect or incomplete data
- require PTHC to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where PTHC is relying on its legitimate interests as the legal ground for processing, for example should you withdraw from the recruitment process

- ask PTHC to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override PTHC's legitimate grounds for processing data

If you would like to exercise any of these rights, please contact the HR team at HR.mailbox@pth.org.uk . You can make a subject access request by completing PTHC's applicant data request form available from the HR team.

If you believe that PTHC has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to PTHC during the recruitment process. However, if you do not provide the information, PTHC will not be able to process your application correctly, if at all.

Privacy Notice contact details.

If you have any questions, comments or suggestions, the contact details are as follows:

The Data Controller (Paul Batten)
Phyllis Tuckwell Hospice Care
Waverley Lane
Farnham
Surrey
GU9 8BL
Tel: 01252 729400