

Job applicant privacy notice

This statement explains how the NHS Confederation handles and uses personal data we collect during the application process. Where in this statement we refer to 'we' or 'our' or 'us' we are referring to the NHS Confederation and where we refer to 'you' or 'your' we are referring to you as an individual.

We are committed to protecting your personal information and to being transparent about what information we hold. The NHS Confederation understands its obligations to you to help you understand how and why we process your personal data.

By applying for a job with the NHS Confederation we collect and processes your personal data relating to you job application.

What information do we collect?

As part of your application we collection a range of information which includes:

- your name, address and contact details, including you email address and telephone number;
- details of your qualifications, employment history, skills and experience
- information on any unspent criminal convictions
- information on your gender, ethnicity, sexual orientation and religion to support our equal opportunities monitoring;
- ;
- information about your entitlement to work in the UK;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during this process and;
- post a job offer occupational health information

How do we collect your information?

We collect this information in a variety of ways. For example, will be contained in application forms, CV, obtained from your passport or other identity documents, or collected during the interview process.

We may also collect personal data about you from third parties, such as references from former employers. We will only seek information from third parties once a job offer to you has been made unless you confirm you are happy for us to do so in advance and will inform you that we are doing so.

Why are we processing your personal data?

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to who to appoint to a vacancy.

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. We also need to process your data to ensure that we are complying with our legal obligations by checking your eligibility to work in the UK prior to employment. Additionally, we have a legitimate interest in processing your personal data during the recruitment process and for keeping records relating to this process.

The NHS Confederation may process special categories of data, such as information about ethnic origin, sexual orientation or religious beliefs, to monitor equal opportunities in our recruitment. . Where we are processing this data we will ask for your explicit consent.

We may also collect information about whether or not you have a disability to ensure that we can make reasonable adjustments for you during the process. . We process such information to carry out our obligations and exercise specific rights in relation to employment.

Post the offer of a job with us we will ask for occupational health information to ensure that we are fulfilling our obligations to you.

If you do not provide the information that we require during our application process then we may not be able to process your application properly or at all.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, the recruiting manager and Director and interviewers and staff involved in the recruitment process.

We will not share your data with any third parties unless you are successful in your application for employment and we make you an offer of employment. We will then share your data with your former employers to obtain the necessary references for you unless you have approved us doing so in advance. We will let you know when we are doing this. We may also contact professional bodies to confirm your registration where applicable.

As part of our pre-employment checks post an offer of employment we ask you to complete a pre-employment health questionnaire. This is to enable us to assess any needs you may have and is part of our commitment to you. If required we will share your contact details with our occupational health provider who will contact you to discuss your needs. They will only use your data for this purpose and will treat it confidentially.

How long will we keep your data?

If your application for employment is unsuccessful we will the organisation will keep your data on file for six months following the end of the recruitment process. At the end of this period we will delete your data.

If your application is successful personal data gathered during the recruitment process will be transferred to your Human Resources file and retained for the duration of your employment and will be covered under our privacy notice for employees.

Your rights

As a data subject you have a number of rights. You can:

Rights	What does this mean?
The right to be informed	You have the right to be provided with clear, transparent and easily understandable information about how we use your personal data and your rights. This policy is intended to set out this information.
The right of access	You have the right to obtain access to your personal data that we are processing and certain other information. Please contact askhr@nhsconfed.org to request access.
The right to rectification	You are entitled to have your personal data corrected if it is inaccurate or incomplete. Please inform us of any data which you would like rectified and we will usually respond within a month of the request.
The right to erasure	This is also known as 'the right to be forgotten' and enables you to request the deletion or removal of your personal data where there's no compelling reason for us to keep using it. This is not a general right to erasure; there are exceptions but where possible we will comply with your request.
The right to restrict processing	You have rights to 'block' or suppress further use of your personal data. When processing is restricted, we can still store your personal data, but may not use it further.
The right to data portability	You have rights to obtain and reuse your personal data for your own purposes across different services. We will do our best to provide the information in an easy to read format.
The right to object to processing	You have the right to ask us to stop processing your data however this could mean that we are not able to process your application.
The right to lodge a complaint	You have the right to lodge a complaint about the way we handle or process your personal data with a supervisory authority. The supervisory authority for the UK is the Information Commissioner.
The right to withdraw consent	If you have given your consent to anything we do with your personal data, you have the right to withdraw your consent at any time (although if you do so, it does not mean that anything we have done with your personal data with your consent up to that point is unlawful).

Changes to our privacy notice

Any changes we may make to our privacy notice in the future will be posted on our websites and, where appropriate we will notify you by email. Please check back frequently to see any updates.

Our data protection officer contact details

Our data protection officer is Lauren Harkins. If you have any queries, questions or concerns about your data, how we are handling it, wish to ask us not to process your data or wish to ask us to erase your data, please contact lauren.harkins@nhsconfed.org.