

Applicant Privacy Notice

This Privacy Notice explains and describes how this Primary Care Network uses and manages the information it holds about its staff and job applicants. This includes how the information may be shared with other NHS organisations and with non-NHS organisations, and how the confidentiality of information is maintained.

Our contact details

Organisation Name	Central Bournemouth Primary Care Network
Address	4 Tolpuddle Gardens, Muscliffe, Bournemouth, BH9 3LQ
Phone number	01202 522622

What type of information do we hold about job applicants?

Your data will be processed to support the recruitment process for vacancies within the Central Bournemouth Primary Care Network, in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation. We collect and process the following information about job applicants:

- *personal contact details – name, address, contact telephone number(s), email address, gender;*
- *employment and education history including your qualifications, skills, experience, membership of any professional bodies, employment references;*
- *a copy of your passport or similar photographic identification and / or proof of your current address;*
- *information about your current level of remuneration;*
- *whether or not you have a disability for which the Practice needs to make reasonable adjustments during the recruitment process;*
- *details about your health such as any medical needs or conditions, immunisation records if appropriate for your role;*
- *details of any pre-employment assessments;*
- *information about your entitlement to work in the UK;*
- *special category data including equal opportunities monitoring information such as information about your ethnic origin, sexual orientation, health and religion or belief, and details of any criminal convictions that you declare.*

We collect this information from a number of sources, such as:

- *application forms;*
- *CVs or resumes;*
- *copies of your passport and other identity documents;*
- *interview notes or notes from other forms of assessment;*
- *information from correspondence with you.*

We are required to obtain this information about you to comply with employment law in order to assess your capacity to work, to ensure that equality law is being met through the recruitment process and to comply with any safeguarding laws relating to the role you are applying for. You are under no statutory or contractual obligation to provide data to the PCN during the recruitment process. However, if you do not provide the requested information, we may not be able to process your application.

James Fisher Medical Centre Moordown Medical Centre Pantan Practice St Albans Medical Centre

Your information will be shared internally for the purposes of employment. This includes:

- *interviewers involved in the recruitment process;*
- *GPs and Practice Manager.*

If you are successful in your application, we will also share your data with former employers and nominated individuals in order to obtain references for you, carry out employment background checks with providers, and obtain necessary criminal records checks through the Disclosure and Barring Service (DBS). We will also process your data in order to meet our statutory legal obligations, to provide employment and an employment contract, to check your entitlement to work in the UK, to pay you and manage benefit, pension and insurance entitlements in accordance with your employment contract. Your data will be stored in a range of different places, including your personnel file, email, HR and IT systems. Your data will be retained in accordance with the NHS Records Management Code of Practice 2021.

We do not process the information of unsuccessful job applicants, but we will retain all candidate applications for 3 months, in the event of another position arising that we wish to offer you. After such a time we will securely dispose of your information.

You have the right to request a copy of the personal information that we hold about you, request that your information be changed if you believe it was not correct at the time you provided it, and request that we delete your information if you believe that we are processing it for longer than is necessary. To exercise these rights, please contact Jean Frangleton or Romany Ross. You also have the right to contact the Information Commissioner should you have any concerns about the use of your information. They can be contacted at:

*Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF*

*<https://ico.org.uk/global/contact-us/email/>
<https://ico.org.uk/>*