



Privacy Notice – Recruitment

The information on this page explains how College Way Surgery, will use your personal information when you apply for work with us, during the recruitment process and subsequently if you become an employee. This includes how we collect, process and share it. It also describes how long information is kept and the circumstances in which we might disclose it to a third party.

1) Data Controller contact details	College Way Surgery, Comeytrowe Centre, Taunton, Somerset, TA1 4TY
2) Data Protection Officer contact details	Data Protection Officer (DPO) : NHS Somerset ICB Data Protection Officer (Wynford House, Lufton Way, Lufton, Somerset, BA22 8HR)
3) Data Collected and Processed	As part of every recruitment process, College Way Surgery collects and processes personal data relating to job applicants. This will include: • Your name, address and contact details, including email address and telephone number, date of birth • Details of your qualifications, skills, experience, employment history, other relevant experience and achievements • Information about your current level of remuneration, including benefit entitlements • Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process • Proof of your entitlement to work in the UK • Equality monitoring information, including information about your gender, ethnic origin, sexual orientation, age, health and religion or belief. • Employment references and the results of any pre-employment screening • The outcome and results of any interviews or tests which formed part of the recruitment process • Pay details, national insurance number, tax coding and details of the bank or building society account • Photographs used during the recruitment process and for creating access passes. We collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including tests and/or online tests. We will also collect personal data about you from third parties, such as references supplied by your former employers, information from employment background check providers and information from criminal records checks. Data will be stored in a range of different places, including on your application record, in electronic management systems and on other IT systems (including email).
4) Purpose of the processing	College Way Surgery needs to process data during the recruitment process and to make offers of employment to each successful candidate. It also needs to process your data to enter into a contract with you. In some cases, we need to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. College Way Surgery 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 us to manage the recruitment process, evaluate a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend legal claims. College Way Surgery processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to comply with its legal obligations and exercise specific rights in relation to employment.



	Where we process other special categories of data, such as information about gender, ethnic origin, sexual orientation, health or religion or belief, this is for equality monitoring purposes. For some roles, College Way Surgery is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to comply with our legal obligations and exercise specific rights in relation to employment. We will not use your data for any purpose other than the recruitment exercise for which you have applied. If your application is unsuccessful, we will only keep your personal data on file for the purpose of considering you for other suitable vacancies, if you provide your consent to do so. You are free to withdraw your consent at any time.
5) How we use Personal information	Whenever we use information, we will always limit this to only what is needed and ensure that it is used safely and securely. We require anyone we share information with, or who uses it on our behalf, to do so too. All GPs and staff receive regular training on data protection and information security.
6) Lawful basis for processing	The legal basis will be: <i>Article 6 (1) (b) Performance of a Contract.</i> And <i>9 (2) (b) Obligations under Employment, Social Security or Social Protection Law</i>
7) Who has access to your data and who is your data shared with	Your information will be shared internally for the purposes of the recruitment process and only be accessed and processed by authorised personnel for the performance of their duties (e.g. recruitment teams, line managers) and IT staff if access to systems is necessary. College Way Surgery will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with: • Your nominated referees to obtain references for you • Employment background check providers to obtain necessary background checks e.g. Occupational Health • Disclosure and Barring Service to obtain necessary criminal records checks. We will not transfer your data outside the European Economic Area. The only exception to this will be for International Recruitment when your data may be transferred outside the European Economic Area (EEA) as part of the recruitment process, in order to conduct the necessary checks to employ you and to comply with other legal and Home Office requirements. Any such processing will be carried out in accordance with UK and EU privacy legislation.
8) How do we protect your data	College Way Surgery takes the security of your data seriously and has a range of policies, processes and technical measures in place to safeguard personal information. Access to systems that hold employment related information is restricted to authorised personnel through the use of passwords and locked cabinets. Your information is stored on systems that are protected by secure network architectures and are backed-up on a regular basis to a secure location outside the practice for disaster recovery and business continuity purposes and to avoid the risk of inadvertent erasure or destruction.



9) Retention period	We only keep information for as long as it is needed. If your application for employment is unsuccessful, College Way Surgery will hold your data on file for 12 months after the end of the relevant recruitment process. Only in exceptional circumstances, may we need to retain your record for a further duration. At the end of that period, your data will be deleted or 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 with us.
10) Right to access and correct	You have a number of rights relating to the data we hold about you. These include the right to: • Access (to obtain a copy of your personal data, on request) • Rectification (to request inaccurate or incomplete data be corrected) • Erasure (to request that your data is deleted) • Restrict processing (to request that we stop or do not use your data in a certain way) • Portability (in some cases, you can ask to receive a copy of your data in a commonly-used electronic format so that it can be given to someone else) • Object (generally to make a complaint about any aspect of our use of your data) • Ask the us to stop processing data for a period if for example data is inaccurate • Have explained if there will be any automated decision-making, including profiling, based on your data and for the logic behind this to be explained to you. • If you would like to exercise any of these rights or are unhappy with any aspect of how your information has been collected and/or used, please contact the Data Protection Officer for your Council or organisation. • Whether we can agree to your request will depend on the specific circumstances and if we cannot then we will explain the reasons why.
11) Right to Complain.	If you believe that the College Way Surgery has not complied with your data protection rights, you can also complain to the Information Commissioner. You have the right to complain to the Information Commissioner's Office, you can use this link https://ico.org.uk/global/contact-us/ or call their helpline Tel: 0303 123 1113 (local rate) or 01625 545 745 (national rate)
12) What if you do not provide personal data?	You are under no statutory or contractual obligation to provide data to College Way Surgery during the recruitment process. However, please be aware that if you decline, it will not be possible for your application to progress as we will be unable to process the data needed to do this.