

Fremington Medical Centre Recruitment Privacy Notice



Fremington Medical Centre (FMC, or “the Practice”) is the Controller of the personal data you provide to us. This privacy notice relates to the collection, storage and use of your personal data in relation to our recruitment activities.

Data collected for the purposes of recruitment activities

Your personal data is only collected by FMC for the purposes of contacting you and assessing your suitability for employment by the Practice. The basis for collection of this data on the part of the Practice is a combination of individual consent, legal obligation and legitimate interests. During the recruitment stage, your personal data will include your name, address, email address, telephone number/s and any social media personal addresses (details of which you would have provided to us). Additional information collected from you at this stage could include a copy of your CV and any associated documents, and/or those documents which you have been requested to produce as part of the recruitment and selection process. Sensitive information is not requested at the recruitment stage and any other data which you provide is given on a voluntary and consensual basis. Upon application, you may also be asked to provide us with specific information in relation to your application.

Why we need your data

Once you have applied for a position with the Practice (or registered speculative interest for any future opportunities), your personal data is only required so that you can be contacted concerning your interest in working at FMC, and your application documents will be retained and used to assess your suitability for employment with the Practice. Automatic profiling is not conducted on any of this data held. If, however, any psychometric testing is subsequently carried out (only with your expressed permission), you will be provided with clear information about the psychometric tool used and how results will be used and stored.

What we do with your data

All personal data processed for recruitment purposes is processed by our own staff who are directly employed by FMC. No other parties have access to your personal data unless the law allows them to do so. We have a clear Data Protection policy in place to oversee the effective and secure processing of your personal data.

How long we keep your data

Application documents for unsuccessful candidates and those candidates who have withdrawn their application will be retained for a period of up to 6 months from the closing date for applications, and will then be deleted. Successful candidates, however, become employees and the Employee Privacy Notice then applies.

What we would also like to do with your data

Should you be unsuccessful in your application for employment with FMC, we may ask you if you wish to be considered for any future vacancies at the Practice. We will only retain your personal data for 6 months, unless you have consented to us holding it for a longer period (the length of which we will agree with you). Your personal data will not be shared with any third parties, unless we feel that there is a legal requirement for us to do so and/or gain advice on your application from any of our professional and/or legal advisors.

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What are your rights

If, at any point, you believe the information we process on you is incorrect, you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated. If, after that point, you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you can complain to the Information Commissioner's Office at <https://ico.org.uk>.

You may also contact the Data Protection Officer, Bex Lovewell, at:

Bex.Lovewell@nhs.net

Address:

Express Diagnostics & Treatment Centre

Plymouth Science Park

Derriford

Plymouth

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