



Recruitment Privacy Policy

Our contact details

Name: Charlotte Fortune, HR Manager

Address: Meadow Way, Aylesbury, Bucks HP20 1XB

Phone Number: 01296 468580

E-mail: admin.poplargo@nhs.net

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- We will be responsible for processing your application/CV when you submit your request for employment at Poplar Grove Practice.

To comply with GDPR law:

The law requires us to process your information so we are able to :-

- Check you are fit to work or confirm what reasonable adjustments are required , if applicable
- Monitor the diversity of candidates to ensure we comply with the Equality Act 2010
- Meet safeguarding law requirements where this is relevant to the vacancy role
- Confirm Right to Work, identity and eligibility for the vacancy.



How we get the personal information and why we have it

- The personal information we process is provided to us directly by you for one of the following reasons :-
- You have applied for a position at Poplar Grove Practice and we are able to use your information within your employment application so that we can:
 - Assess your suitability for the role
 - We are able to complete pre-employment checks in line with our employer's guidance
 - Detect and prevent any possible mistakes or fraud
 - Ensure your data is secure and only accessible by those authorised to view
 - Verify your identity when requesting access to personal data

Sharing your personal information

- We may share your information with :
 - Medical professionals , to assess your fitness to work and any reasonable adjustments that you need
 - The Disclosure and Barring Service (DBS) if your role requires a DBS check
 - With named referees to obtain a reference

Keeping your personal information

- Your information is stored securely in locked cabinets by HR at Poplar Grove Practice.
- For non-successful applications , personal information will be deleted within 18months of the advertised application closing date. This information is retained so that we are able to revisit vacancies and applications in case the vacancy needs re- advertising or to enable us to respond to any applicants queries
- Only information relevant to the employment of successful candidates will be retained within the staff employment records. This will be specified in your contract of employment. If you withdraw at offer



- stage, you will not receive any further information and your details may still be retained securely by the Practice for up to 18 months .
- Your information will be disposed of securely by being shredded.

Your rights

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting Charlotte Fortune, HR Manager

(b) We have a contractual obligation.

(c) We have a legal obligation.

(d) We have a legitimate interest.

The information you provide will be managed as required by Data Protection Law.

You have the right to:-

Receive a copy of the information we hold about you

Request your information be changed if you believe it was not correct at the time you provided it.

From 25 May 2018 you have the right to :

Request that your information be deleted if you believe we are keeping it for longer than necessary

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at admin.poplargrove@nhs.net / 01296 458580 if you wish to make a request.



How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Poplar Grove Practice. You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>