


PRIVACY NOTICE FOR JOB APPLICANTS

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Privacy Notice for Job Applicants

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our employees, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

- Data Protection Principles:** Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:
 - processing is fair, lawful and transparent
 - data is collected for specific, explicit, and legitimate purposes
 - data collected is adequate, relevant and limited to what is necessary for the purposes of processing
 - data is kept accurate and up to date, data which is found to be inaccurate will be rectified or erased without delay
 - data is not kept for longer than is necessary for its given purpose
 - data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- Types of Data Held:** We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold some of the data within our computer systems. Specifically, we hold the following types of data:

| Data / Information we hold on You | Lawful Basis | Who Provided the Information / Data | Retention Period | Who we Share your Data with |
|--|--|-------------------------------------|---|---|
| Personal Details (<i>full name, telephone number(s), e-mail address, social media information</i>) | Legitimate Interest | You | Records are archived and kept safe for 3 months after the date of last entry, after which hard / paper copies are cross shredded and digital copies are deleted | Not shared, unless there is a dispute |
| Gender, marital status, disability | Legal obligation (<i>equality and to make reasonable adjustments</i>) | You | | Not shared, unless there is legally required to provide information for equality purposes |
| Children and child care | Legal obligations (<i>to determine reasonable adjustments, i.e flexible working hours</i>) | You | | Not shared |
| Copies of ID (<i>such as passport, ID card, driving licence</i>) | Legal obligation (<i>immigration / right to work in the UK</i>) | You | | for immigration / the right to work / UK Border |

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| Right to work in the UK / immigration / sponsorship licence | Legal obligation | You and / or us / the employer | | Agency |
| Special categories of data (<i>race, ethnic origin, sex life, sexual orientation, religion, genetic and biometric data</i>) | Legal obligation (<i>equality and non-discrimination</i>) | You | | if there are legally required to provide information for equality purposes |
| Information gathered via recruitment (<i>such as data provided by you on your CV, application form, cover letter, interview notes</i>) | Legal obligation (<i>robust recruitment procedures</i>) | You | | Not shared at this stage |
| Minimum 2 references from previous employers | Legal obligation | You and obtained by the employer | | Not shared at this stage |
| Details and evidence on education, professional training, employment history, professional organisations membership such as NMC | Legal obligation (<i>robust recruitment procedures</i>) | You and verified by the employer | | Not shared at this stage |
| Job title and job description | Performance of Contract | Both parties: you and employer | | Not shared at this stage |

3. **Failure to Provide Data:** Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.
4. **Protecting Your Data:** We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.
5. **Employee Rights:** You have the following rights in relation to the personal data we hold on you:
 - a) the right to be informed about the data we hold on you and what we do with it;
 - b) the right of access to the data we hold on you.
 - c) the right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as ‘rectification’;
 - d) the right to have data deleted in certain circumstances. This is also known as ‘erasure’;
 - e) the right to restrict the processing of the data;
 - f) the right to transfer the data we hold on you to another party. This is also known as ‘portability’;
 - g) the right to object to the inclusion of any information;
 - h) the right to regulate any automated decision-making and profiling of personal data.
1. **Consent:** Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.
2. **Making A Complaint:** If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.
3. **Data Protection Compliance:** alternatively, you can inform the manager either verbally or in writing to Mariana, Bendigo Nursing Home, 22 Arundel Road, Eastbourne, BN21 2EL; mariana@kindcare.co.uk