**Cleveland Local Medical Committee Privacy Policy**

**Our contact details**

Name: Jackie Jameson

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This privacy notice explains why we collect information about you, how that information may be used, how we keep it safe and confidential and what your rights are in relation to this.

**The type of personal information we collect**

We currently collect and process the following information:

The personal data we may collect from you includes:

* contact details such as name, title, addresses, telephone numbers, and personal email addresses
* copies of driving licence, passport, birth certificates and proof of current address, such as bank statements and council tax bills
* evidence of how you meet the requirements of the job, including CVs and references
* diversity and equal opportunities monitoring information – this can include information about your race or ethnicity, religious beliefs, sexual orientation, disability and other ‘special category data’
* information about your health, including any medical needs or conditions
* other information required for some applications
* if you contact us regarding your application, a record of that correspondence
* details of your use of our recruitment tools and services, such as your candidate profile and alerts for vacancies
* the status of your application and updates on how it moves forward

**How we get the personal information and why we have it**

We need your data in order to:

* move your application forward
* check that you’re the right candidate for the role
* get in contact with you
* send you notifications for vacancy roles or job alerts

We usually collect your personal information when you apply for a job. We might also collect information from third parties.

These include:

* former employers and people named by candidates as references
* the Disclosure and Barring Service (DBS)

**Data sharing:**

Personal information you provide in the recruitment process will be made available to Executive team. IF you are successfully recruited, we will upload your details to our HR system. As a member of staff you will sign a contract of employment and agree to additional terms on how your data is handled and stored.

**Your data protection rights**

Under data protection law, you have rights including:

* request access to your personal information (known as a ‘data subject access request’) - you’ll receive a copy of the personal information we hold about you, so you can check that we are lawfully processing it. It also allows you to request an electronic copy of any data you have provided in a structured, commonly used and machine-readable format
* request that we correct incomplete or inaccurate personal information that we hold about you
* request we delete or remove your personal information - you can do this when there is no good reason for us to keep it - you can ask us to delete or remove your personal information where you have exercised your right to object to processing (see below)
* withdraw your consent for any data processed under the lawful basis of consent (see below)
* request we restrict the processing of your personal information - you can ask us to stop processing your personal information, for example if you want us to establish its accuracy or the reason for processing it

To make any of these requests please contact us at CLMC, Yarm Medical Centre, Worsall Road, Stockton on Tees, TS15 9DD or via jackie.jameson@nhs.net or 01642 745811

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at CLMC, Yarm Medical Centre, Worsall Road, Stockton on Tees, TS15 9DD or via jackie.jameson@nhs.net or 01642 745811