The Banks Surgery Recruitment Privacy Policy

**Our contact details:-**

Name: The Banks Surgery

Address:9 The Banks Sileby Loughborough LE12 7RD

Phone Number:01509 812343

E-mail:janesteel@nhs.net

Insert the contact details for your business. You could also include a postal address, any main email addresses, phone numbers or web addresses.

Include the date you completed the privacy notice.

**The type of personal information we collect**

We currently collect and process the following information:

* Personal identifiers, contacts and characteristics along with any medical problems we should know about (for example, name and contact details)
* CV’s, referees, training details.

Tell people about the type of personal information you collect. Personal information is any information that can be used to identify a living person. For example members’ email addresses, customer financial information, employee data or website user stats. You can find more about [what constitutes personal information](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/) on our website.

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

Most of the personal information we process is provided to us directly by you for one of the following reasons:

* Applications for a vacancy
* Retained for HR purposes if satisfactorily recruited

We use the information that you have given us in order to:-

Hold any next of kin details in the event of an emergency

Information used for references following offer of employment

We may share this information with Occupational Health/ICB and any other NHS organisations linked with employment

Under the UK General Data Protection Regulation (UK 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 Janesteel@nhs.net**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

Tell people how you collect their personal information and where you collect the information from.

Tell people the reasons why you need to collect or hold their information. Include your lawful basis for doing this in this section (visit our [lawful basis guidance](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/) [and interactive tool](https://ico.org.uk/for-organisations/gdpr-resources/lawful-basis-interactive-guidance-tool/) to help you work this out).

Tell people about any instances in which you pass personal information to a third party and outline your reasons for this.

If you are relying on consent to process individual’s information, then you should also tell people about their right to withdraw consent and how they can do this.

**How we store your personal information**

Your information is securely stored.

We keep applicants’ personal data securely (Electronically) in the practice. This is stored whilst recruitment is underway. We will then dispose your information by deleting any files held electronically and by shredding any paper copies. If you would like us to retain your details for any further vacancies then please let us know in writing.

Tell people how or where you keep their personal information, how long you intend to keep it for and then how you intend to securely destroy or dispose of it. You need to do this for every type of information you hold.

**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.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, 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:-

Jane Steel, The Banks Surgery, 9 The Banks, Sileby, Loughborough, LE12 7RD 01509 812343 janesteel@nhs.net if you wish to make a request.

Tell people about their data protection rights. Their rights will differ depending on your lawful basis for processing, so once you know this then you can select the relevant sections from the text in the template below to include in your Privacy Notice. The [lawful basis](https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/) page of our Guide to the GDPR has a useful table that shows the varying rights that apply depending on the lawful basis.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at

**Our contact details**

Name: The Banks Surgery

Address:9 The Banks Sileby Loughborough LE12 7RD

Phone Number:01509 812343 janesteel@nhs.net

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>

Tell people how to make a complaint to you here. Include the ICO’s address.