

## Privacy Notice – Candidates Applying for Work

As part of any recruitment process Highfield Health has a duty to advise candidates applying for work of the purpose of personal data and the methods by which their personal data will be collected and processed.

The organisation aims to design and implement policies and procedures that meet the diverse needs of our service and workforce, ensuring that none are placed at a disadvantage over others, in accordance with the Equality Act 2010.

This document and any procedures contained within it are non-contractual and may be modified or withdrawn at any time. For the avoidance of doubt, it does not form part of your contract of employment.

You are under no statutory or contractual obligation to provide data to us during the recruitment process, however if you do not provide the information we may not be able to process your application correctly or at all.

The recruitment process is not based solely on automated decision- making.

### Who this applies to

This document applies to all candidates applying for work within Highfield Health.

Furthermore, it applies to clinicians who may or may not be applying to be employed by the organisation but who will be working under the Additional Roles Reimbursement Scheme (ARRS).<sup>1</sup>

### What information do we collect?

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<sup>1</sup> [Network DES Contract specification 2021/22](#)

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We collect records during the recruitment stage and then data is continued to be collected for any successful candidate. This is in both electronic and paper format.

This privacy notice applies to personal information processed by or on behalf of Highfield Health We are required to provide you with this privacy notice by law.

Highfield Health will be what is known as the 'controller' of the personal data you provide to us. Upon applying for work with the organisation you will be asked to supply the following personal information:

- Name
- Address
- Telephone numbers
- Email address
- Date of birth
- Previous employment data
- Recruitment information such as your application form and CV, references, qualifications and membership of any professional bodies and details of your employment history, skills and experience
- Information about your current level of remuneration, including benefit entitlements
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process

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- Information in relation to your right to work in the UK [as per the Rights to Work in the UK – guide to checking]
- Information from the Disclosure and Barring Service (DBS) in order to administer relevant checks and procedures
- Vaccination and immunisation status/information, that may be required for your role.
- Equal opportunity monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief – you have the right to decline to share this information.

The organisation may collect this information in a variety of ways, for example from application forms, CVs or resumes, obtained from your passport or other identity documents such as your driving licence and from forms completed by you or through interviews, meetings or other assessments including on-line tests.

This personal data might be provided to us by you, or someone else (such as a former employer's reference, information from background check providers including criminal records checks permitted by law) or it could be created by us.

The organisation will seek information from third parties only once a job offer has been made to you and we will inform you that we are doing so.

Your personal data will be stored in a range of different places including in your application record, in the organisation's HR management systems and in other IT systems (including the organisation's email system).

### **Special categories of personal data**

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to job applicants with disabilities).

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment

### **How do we lawfully use your data?**

We need to know your personal, sensitive and confidential data in order to employ you and comply with our legal obligations. Under the DPA 2018 and UK GDPR we will be lawfully using your information in accordance with:

- Article 6, (b) Necessary for performance of/entering into contract with you
- Article 9(2) (b) Necessary for controller to fulfil employment rights or obligations in employment

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we rely on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and have concluded that they are not.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the organisation will keep your personal data on file for 6 months, and may ask for your consent to keep it longer – a further 6 months - in case there are any future employment opportunities for which you may be suited. At the end of this time your data will be deleted or destroyed.

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Our policy is to respect the privacy of our candidates and to maintain compliance with the DPA 2018 and UK GDPR we will ensure that all personal data will be protected.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

When we make you an offer of employment, we will then share your information with our external HR consultants and will carry out the necessary background checks including the Disclosure and Barring Service and references from your previous employers.

All the personal data we process is processed by our organisation in the UK

No third parties have access to your personal data unless the law allows them to do so and appropriate safeguards have been put in place. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We may also use external companies to process personal information such as for archiving purposes. These companies are bound by contractual agreements to ensure information is kept confidential and secure. All employees and sub-contractors engaged by Highfield Health are asked to sign a confidentiality agreement. If a sub-contractor acts as a data processor for the organisation, an appropriate contract (art 24-28) will be established for the processing of your information.

### **Storing DBS certificates**

The correct storage of DBS certificate information is important. The code of practice requires that the information revealed is considered only for the purpose for which it was obtained and should be destroyed after six months.

### **Your rights**

As a data subject, you have a number of rights. You can:



- access and obtain a copy of your data on request to the practice manager.
- require us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing; and
- ask us to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override our legitimate grounds for processing data.
- If you would like to exercise any of these rights, please contact [name, contact email or address]. You can make a subject access request by completing the form for making a subject access request.
- If you believe that we have not complied with your data protection rights, you can complain to the Information Commissioner.

### **What should you do if your personal information changes?**

You should tell us so that we can update our records. Please contact the Practice Manager as soon as any of your details change, this is especially important for changes of address or contact details (such as your mobile phone number).

### **What to do if you have any questions**

Should you have any questions about this privacy policy or the information we hold about you, you can:

1. Contact the organisation via email at [socccg.highfieldhealth@nhs.net](mailto:socccg.highfieldhealth@nhs.net)
2. Write to the data protection officer at 38 Highfield Road SO17 1PJ
3. Ask to speak to the Practice Manager

### **Objections or complaints**

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In the unlikely event that you are unhappy with any element of our data-processing methods, do please contact the Practice Manager. If you feel that we have not addressed your concern appropriately, you have the right to lodge a complaint with the ICO. For further details, visit [ico.gov.uk](http://ico.gov.uk) and select "Raising a concern" or telephone: 0303 123 1113