



Modbury Health Centre Candidate Privacy Notice

How we use your personal data:

We are Modbury Health Centre.

Our address for correspondence is: Modbury Health Centre, Poundwell Meadow, Modbury, PL21 0QL.

Our Data Protection Officer is Bex Lovall. Data Protection Officer
Delt Shared Services Ltd.
BUILDING 2 - DELT
Derriford Business Park
Plymouth
PL6 5QZW: bex.lovewell@nhs.net

We take our data protection responsibilities seriously and would like to inform you about what we intend to do with personal data that relates to you.

As well as name and contact details we hold the CV or application form you provide which includes information about education and qualifications, former employers and work history. All the information we hold is necessary for us to assess your suitability for the job role on offer.

Before we confirm a job offer, we carry out some pre-employment checks including taking up references and if appropriate a Disclosure and Barring Service (DBS) check NMC or GMC check to confirm status on the registers. To carry out these checks we share your name, and we may share your date of birth and national insurance number to help the third parties identify you. The Disclosure and Barring Service check will include information from publicly accessible sources such as the Nursing and Midwifery Council, General Medical Council, UK Gov agencies, i.e Disclosure and Barring Service, UK Police. Our pre-employment checks will include checks carried out in countries outside of the UK if that is where you lived and worked previously. It is in our legitimate business interests, and your own best interests, to make sure that we offer the job to the most appropriate candidate.

Once your appointment is agreed we will use your personal data to send the employment contract and job offer to you. These are steps preparatory to entering into the contract of employment. We will also notify any recruitment agency involved in your recruitment that an offer has been made. Most of the information we hold at recruitment stage has been provided by you directly, or on your behalf by the employment agency or a platform such as NHS Jobs online.

We keep our recruitment records for the duration of the recruitment process and then for no longer than 6 months for unsuccessful candidates. For successful candidates, the personal data in the recruitment file will be carried forward into the employee HR file.

We would not publish your personal data, for example, your photograph or work contact details, without your consent but some job roles will involve a degree of publicity and we will make that clear at interview stage.

If you are successful in your appointment we will forward to you a copy of how your data is held as an employee. This is the Employee Privacy Notice.

Your data protection rights:

You have the right to ask for a copy of the personal data we hold that relates to you. If you think that information about you which we hold is incorrect or misleading, you have the right to have the information corrected provided you can demonstrate that it is incorrect.

☐ You can also request the erasure of personal data relating to you in certain circumstances, where we do not require it to meet a legal obligation.

☐ You can also request a restriction of processing so that your records are maintained beyond our usual retention period.

☐ You have the right to object to processing on the grounds that it causes you damage or distress and the right to take away a copy of your personal data in electronic format in certain circumstances.

If you are unhappy about the way we use your personal data or the way in which we respond to your request to exercise your data protection rights, you can contact the Data Protection Officer as above but you also have the right to lodge a complaint with a supervisory authority, the Information Commissioner at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF