**Information for Job Applicants**

|  |  |
| --- | --- |
| **Data Controller(s)** | NHS North East Lincolnshire CCG |
| **Purpose** | The CCG will process information provided by applicants for the management of their application and the subsequent selection process. |
| **Type of information Used** | Anonymous – for shortlisting and selection purposesIdentifiable: Personal such as name, address, date of birth etc.) - following the short-listing process |
| **Legal basis** | Article 6 – 6(1)(c) ‘…necessary for compliance with a legal obligation…’ For criminal conviction information (obtained via the Disclosure and Barring Service (DBS)) processing meets the requirements of Article 10 of the GDPR under Schedule 1, Part 1 of the Data Protection Act 2018 - processing in connection with employment, health and research - Processing necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law, social security law or the law relating to social protection. Relevant legislation: the provisions of the Safeguarding Vulnerable Groups Act 2006 as a basis for carrying our DBS checks. |
| **How we collect (the source) and use the information** | The recruitment process involves passing details provided by you on your application regarding your qualifications, skills and work experience, (but excluding your name, address and other personal data) to the short-listing and selection panels. After shortlisting full details provided by you on your application form will be provided to the interview panel. Details provided by you are also used to help fulfil our obligations to monitor equality and diversity within the organisation and process your application. |
| **Data Processors** | Hull CCG |
| **Your Rights** | * To be informed about the processing of your information (this notice)
* Of access to the information held about you
* To have the information corrected in the event that it is inaccurate
* To restrict or stop processing
* To be notified of data breaches
 |
| **How long we will keep the information** | The organisation has adopted The Records Management Code of Practice for Health and Social Care 2021. Data will be retained in accordance with this code and the accompanied retention schedule. |
| **Who we will share the information with (recipients)** | Your information may be shared with Dept Works and Pension, Humber Teaching NHS Foundation Trust (Occupational Health) and Disclosure and barring services |