

Recruitment Privacy Notice

Data controller: Vernova Healthcare Community Interest Company
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Data protection officer: Sharon Forrester-Wild
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As part of our recruitment process, Vernova Healthcare CIC collects and processes personal data relating to job applicants. We are committed to being transparent about how we handle your data and to meeting our data protection obligations under the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

What information do we collect?

We may collect of the following types of personal data, where applicable and relevant to the recruitment process.

- Your name, address and contact details (including email address and telephone number)
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefits
- Whether or not you have a disability that requires reasonable adjustments to be made during the recruitment process.
- Information about your entitlement to work in the UK.
- Equal opportunities monitoring data, including information about your ethnic origin, sexual orientation, health and religion or belief.

We collect this information via application forms CV's, covering letters, interviews, assessments, and identity documents.

We may also collect personal data from third parties, such as:

- References from previous employers
- Criminal record checks via the Disclosure and Barring Service (where applicable)

These will only be sought after a conditional offer of employment has been made.

Where is your Data Stored?

Your data will be stored securely in:

- Your application record
- HR Systems
- Email and IT Systems

Why do we process your personal data?

We process your data:

- To take steps necessary before entering into an employment contract
- To comply with legal obligations (e.g. right to work checks)
- To pursue our legitimate interests, such as managing recruitment and ensuring suitability for employment

Who has access to your data?

Your data may be accessed internally by:

- Recruiting Managers and HR staff
- Interviewing panel
- IT staff if necessary for system access

If your application is successful, we may share your data with:

- Former employers (to obtain references)
- The disclosure and Barring Service
- Occupational Health Providers (to carry out assessments related to your role and employment)

We will only share the minimum necessary information for each specific purpose and will ensure all third parties handle your data securely and in accordance with the data protection laws.

How do we protect your data?

We implement appropriate measures to:

- Prevent data loss, misuse or unauthorised access
- Restrict access to only those who need it
- Ensure secure storage and disposal

How long do we keep your data?

- **Unsuccessful applicants:** Data is retained for 6 months from the end of the recruitment process
- **Successful applicants:** Data is transferred to your HR file.

Your Data protection rights

You have the right to:

- Request access to your data
- Request correction of inaccurate or incomplete data
- Request erasure of data
- Object to or restrict processing, particularly where based on legitimate interests.

If you would like to exercise any of these rights, please contact the HR Manager on 01625 361642

You also have a right to lodge a complaint with the Information Commissioners Office (ICO) at www.ico.org.uk.

What if you do not provide personal data?

You are not under legal or contractual obligation to provide personal data. However, if you do not provide relevant information, we may not be able to process your application.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.