

Privacy Notice for Job Applicants

1 – Scope

This Fair Processing Notice (“Notice”) describes how Weldmar Hospicecare collects and uses personal information relating to job applicants.

2 – Aims

This notice tells you what personal information Weldmar Hospicecare collects about job applicants, why we need it, how we use it and what protections are in place to keep it secure.

3 – Key Terms

“Weldmar”, “we”, “our” and “us” mean Weldmar Hospicecare.

“You” means prospective employees, agency staff, work placements/work experience, and people connected to them (such as the person you nominate to supply a reference).

“Personal Information” means information about you and from which you could be identified, including information which may be protected under the privacy or data protection laws of the United Kingdom.

4 – Privacy at Weldmar Hospicecare

It is our policy to:

- Process your personal information fairly and in accordance with applicable laws;
- Tell you (either directly or in our policies) about how we will use your personal information;
- Only collect personal information from you when we need it for legitimate purposes, or legal reasons;
- Ensure that your personal information is adequate, relevant and not excessive for the purpose for which we collect it;
- Not keep your personal information for longer than we need to;
- Keep your personal information secure, and limit the people who can access it;
- Ensure that you know how to access your personal information and exercise your rights in relation to it, including being able to keep it accurate and up to date; and
- Ensure that any third parties we share your personal information with take appropriate steps to protect it.

We collect and use different types of personal information about you, depending on your circumstances, your role and the law, which may include:

Types of Information	Examples
	Please note that the examples are illustrative and non-exhaustive
Information about you:	Name, address, date of birth, marital status, nationality, race, gender, any online identifier such as an IP address, religion, and preferred language, details of any disabilities, medical or health conditions, work restrictions/or required accommodations.
Information to contact you at work or home:	Name, address, telephone and e-mail address
Information to identify you:	Photographs, passport and/or driving license details, electronic signatures.
Information about your suitability to work for us and/or a relevant third party:	References, interview notes, work visas, entitlement to work in the UK, ID information such as passport details and driving licence information, records/results of pre-employment checks, including criminal record checks.
Information about your skills and experience:	Application forms, employment history, references, records of qualifications, skills, training and other compliance requirements.

5 – Why do we need to collect your personal information?

We need to collect and use your personal information for a number of purposes as follows:

Purposes for which we need your personal information:	Examples
Recruitment.	<p>Please note that the examples are illustrative and non-exhaustive.</p> <ul style="list-style-type: none"> • To assess your suitability to work for Weldmar; • To perform requisition and applicant management activities; • To perform precision matching to job vacancies; • To conduct screening, assessments and interviews; • To maintain a library of correspondence; • To make offers and provide contracts of employment; • To conduct pre-employment checks, including determining your legal right to work and carrying out criminal record and credit checks where applicable
Legal purposes	<ul style="list-style-type: none"> • To comply with our legal obligations; • To respond to and defend legal claims.

6 – How do we protect your personal information?

Your information may be shared internally for the purposes of the recruitment exercise. This includes People Services, the recruiting line manager, other managers involved in the

recruitment and selection process and external providers such as IT staff if access to the data is necessary for their roles.

We have security arrangements in place to guard against unauthorised access, improper use, alteration, destruction or accidental loss of your personal information.

We take appropriate organisational and technical security measures and have rules and procedures in place to ensure that any personal information we hold on computer systems is not accessed by anyone it shouldn't be.

We will not share your data with third parties unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, the Disclosure and Barring Service to obtain necessary criminal record checks and occupational health services for pre-employment medical checks.

When we use third party organisations to process information on our behalf we ask them to demonstrate their compliance with our security requirements, and any instructions we may give them and their compliance with relevant data protection legislation throughout the time they are contracted with Weldmar Hospicecare. These organisations take their instructions from us and their obligations with regard to what information they process and what they can do with it are agreed in the contracts we have with them.

7 – How long do we keep your information?

If your application for employment is unsuccessful, we will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow us to keep your data for a longer period for consideration for future employment opportunities, we will do this with your consent. At the end of that period or once you withdraw consent if this period has been extended; we will delete or destroy your information.

If you are successful in the recruitment process and you are offered employment with us, the personal data we gathered during the recruitment process will be transferred to your staff file and to keep during your employment. The period for which your data will be held and what we will use it for is detailed in the Privacy Notice for Staff.

8 – How can you request access to the personal information Weldmar Hospicecare holds about you?

If you have any questions about the personal information that we hold about you we ask that you speak to People Services in the first instance.

You have the right to :

- access and obtain a copy of your data on request
- require us to change incorrect or incomplete data
- require us to delete or stop processing your data where it is no longer necessary
- object to the processing of your data if you believe we do not have legal grounds to do so.

To make an access request, please send a request in writing, to:

People Services - Recruitment
Hammick House,
Bridport Road,

Poundbury,
Dorchester
DT1 3SD.

Alternatively, send your request via email to peopleservices@weld-hospice.org.uk. We will respond with the information you have requested within one calendar month of receipt.

Future changes to our privacy policy

From time to time it might be necessary to make changes to our privacy policy. Any updates will be indicated on this policy and this will provide the most up to date and accurate information. If we make any significant changes to how we use your data, we may contact you directly as well as making changes clear on this document.