

Privacy Notice: Recruitment and Selection

Data controller:

Board of Trustees and Michael Crowther, Chief Executive (Accountable Officer)

Data Protection Officer: Tony Shaw, IT Manager

As part of any recruitment process, Kirkwood collects and processes personal data relating to job applicants. Kirkwood is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Kirkwood collect?

Kirkwood collects a range of information about you. This includes:

- 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;
- whether or not you have a disability for which Kirkwood needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

Kirkwood collects this information in a variety of ways. For example, data might be contained in online application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Kirkwood will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Kirkwood process personal data?

Kirkwood needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, Kirkwood needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Kirkwood has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Kirkwood 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 Kirkwood relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Kirkwood processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Kirkwood processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Kirkwood is obliged to seek information about criminal convictions and offences. Where Kirkwood seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Kirkwood will keep your personal data on file for a period of six months from the closing date, in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Kirkwood will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Kirkwood will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

Kirkwood will not transfer your data outside the European Economic Area.

How does Kirkwood protect data?

Kirkwood takes the security of your data seriously. It has 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.

For how long does Kirkwood keep data?

If your application for employment is unsuccessful, Kirkwood will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

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. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

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

- access and obtain a copy of your data on request;
- require Kirkwood to change incorrect or incomplete data;
- require Kirkwood 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 Kirkwood is relying on its legitimate interests as the legal ground for processing; and
- ask Kirkwood to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override Kirkwood's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Chris Newbery, HR Manager, recruitment@Kirkwoodhospice.co.uk

You can make a subject access request by completing the Kirkwood's form for making a subject access request at the back of this notice.

If you believe that Kirkwood has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

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

Form for making a Subject Access Request

Name:
Daytime telephone number:
Email:
Address:
By completing this form, you are making a request under the General Data Protection Regulation (GDPR) for information held about you by Kirkwood that you are eligible to receive.
Required information (and any relevant dates): [Example: Emails between "A" and "B" from 1 May 2017 to 6 September 2017.]
By signing below, you indicate that you are the individual named above. Kirkwood cannot accept requests regarding your personal data from anyone else, including family members. We may need to contact you for further identifying information before responding to your request. You warrant that you are the individual named and will fully indemnify us for all losses, cost and expenses if you are not. Please return this form to the HR department. Please allow 28 days for a reply.
Data subject's signature:
Date: