

Job applicant privacy notice

1. Introduction

Selsey Medical Practice is committed to protecting your privacy and the security of your personal data. This Job Applicant Privacy Notice explains how we collect, use, and store personal data about you during the recruitment process.

We are required to provide this information under the UK General Data Protection Regulation (UK GDPR).

2. Data Controller

Selsey Medical Practice is the data controller for the personal information you provide during the recruitment process.

Data Protection Officer

Laura Taw, SCW

3. Personal Data We Collect

We may collect, store, and use the following categories of personal data about you:

- Identity data: name, title, date of birth
- Contact data: address, email address, telephone number
- Recruitment information: CVs, application forms, covering letters, employment history, qualifications, references, interview notes
- Right to work information
- Pre-employment checks: DBS status (where applicable), professional registration details
- Equal opportunities monitoring data (if provided separately)
- Health information relating to reasonable adjustments for the recruitment process

4. Special Category Data

We may process special category data, such as:

- Health information (e.g. adjustments or occupational health requirements)
- Equality and diversity data (e.g. gender, ethnicity, disability)

This data is processed only where permitted by law and with appropriate safeguards in place.

5. How We Use Your Personal Data

We use your personal data to:

- Assess your skills, qualifications, and suitability for the role
- Carry out right to work, professional registration, and safeguarding checks
- Communicate with you about the recruitment process
- Arrange interviews and reasonable adjustments
- Keep records related to our recruitment activities
- Comply with legal and regulatory obligations

6. Lawful Basis for Processing

We process your personal data under the following lawful bases:

- Article 6(1)(b) – processing necessary to take steps at your request prior to entering into a contract
- Article 6(1)(c) – processing necessary to comply with a legal obligation
- Article 6(1)(f) – legitimate interests (e.g. fair and effective recruitment)

For special category data, we rely on:

- Article 9(2)(b) – employment and social security law obligations
- Article 9(2)(h) – occupational health and working capacity
- Article 9(2)(a) – explicit consent (where applicable)

7. Who We Share Your Data With

Your information may be shared internally with staff involved in recruitment and decision-making.

We may also share your data with:

- Professional registration bodies
- DBS checking services
- Occupational health providers
- IT and recruitment system providers (acting as data processors)

All third parties are required to protect your data and use it only for specified purposes.

8. Data Security

We take appropriate technical and organisational measures to protect your personal data against unauthorised access, loss, or disclosure.

Access to personal data is restricted to those who need it for their role.

9. Data Retention

If your application is unsuccessful, we will retain your data for 6 months after the recruitment process ends, unless you agree to ongoing consideration.

If your application is successful, your data will be transferred to your personnel file and retained in line with our staff privacy notice.

10. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request rectification of inaccurate data
- Request erasure of your data (in certain circumstances)
- Object to processing
- Request restriction of processing
- Data portability (where applicable)
- Withdraw consent (where consent is used)

To exercise your rights, contact the Practice Manager: sxicb-wsx.selsey-selsey@nhs.net.

11. Complaints

If you have concerns about how we handle your data, you may contact us directly. You also have the right to complain to the Information Commissioner's Office (ICO):

- Website: <https://www.ico.org.uk>
- Telephone: 0303 123 1113

12. Changes to This Notice

We may update this notice from time to time. The latest version will always be available upon request or on our website.