

## **Recruitment and Employment Data**

- The practice is required to process and store information relating to the recruitment and employment of members of staff.
- Applicants for vacant positions at the practice must provide data in connection with our recruitment and selection process.
- Following recruitment, successful applicants will join our list of staff members and certain information such as CV, contact details and salary information will be retained by the practice for the duration of the employment in accordance with our retention schedule.
- Unsuccessful applicants will have their information deleted 6 months after the recruitment process has been completed.

We are required by law to provide you with the following information about how we handle your information in relation to our legal obligations to share data.

<b>Data Controller</b> contact details	Mr. I Forrest - Business Development Practice Manager - Woodbridge Practice, Trenchard Avenue, Thornaby, TS17 0EE
<b>Data Protection Officer</b> contact details	Miss. A Johnson - Deputy Practice Manager - Woodbridge Practice, Trenchard Avenue, Thornaby, TS17 0EE
<b>Purpose</b> of the processing	<ul style="list-style-type: none"> <li>• Recruitment and selection of staff members.</li> <li>• Ongoing appraisal, training, payroll and working schedules for members of staff.</li> </ul>
<b>Lawful basis</b> for processing	The following sections of the GDPR allow us to Article 6(1)(e) – ‘processing is necessary...in the exercise of official authority vested in the controller...’
<b>Recipient or categories of recipients</b> of the processed data	The data will be not be shared with any external organisations without the explicit consent of the staff member.
<b>Rights to object</b>	Individuals have the right to object to their data being stored or processed by the practice and should do so by writing to the Data Controller (detailed above).
<b>Right to access and correct</b>	You have the right to access your staff record and have any errors or mistakes corrected. Please speak to the Data Controller.
<b>Retention period</b>	Information on retention schedules is available at the practice - Speak to the Data Controller.
<b>Right to complain</b>	You have the right to complain to the Information Commissioner’s Office. If you wish to complain follow this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a> or call the helpline 0303 123 1113
<b>Data we get from other organisations</b>	We receive information about members of staff and applicants from external agencies e.g. for references only with consent of the individual.