

# Staff & Volunteers Recruitment Privacy Notice

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[www.darlingtonhospice.org.uk](http://www.darlingtonhospice.org.uk)

 @StTeresasHospice



St Teresa's  
Hospice  
Giving to life

Registered Charity 518394

### Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### Who collects the information

Darlington & District Hospice Movement, trading as St Teresa's Hospice ('Company') is a 'data controller' and gathers and uses certain information about you.

### Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Workforce Data Protection Policy.

### About the information we collect and hold

The table set out in Part A of the Schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in Part B of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment, bank work or volunteering unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### Where information may be held

Information may be held at our offices and those of our group companies, and third party agencies, service providers, representatives and agents.

### How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, join our bank staff or start volunteering with us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a

clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment, bank work or volunteering. For further information, see our data protection privacy notice (workforce).

Further details on our approach to information retention and destruction are available in our Workforce Record Retention Policy.

### Your rights to correct and access your information and to ask for it to be erased

Please contact our Data Protection Officer, who can be contacted on 01325 254321 or [dataprotection@darlingtonhospice.org.uk](mailto:dataprotection@darlingtonhospice.org.uk) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. This includes where you wish to amend/update any information we have downloaded from NHS Jobs, Find a Job, or any other online recruitment platform.

If you withdraw an application we have already downloaded via NHS Jobs, Find a Job, or any other online recruitment platform, we will stop processing your information for recruitment purposes at the point when we are made aware of your withdrawal, and will destroy any downloaded copies.

You also have the right to ask the Data Protection Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. The Data Protection Officer will provide you with further information about the right to be forgotten, if you ask for it.

### Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

### How to complain

We hope that the Data Protection Officer can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

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THE SCHEDULE  
ABOUT THE INFORMATION WE COLLECT AND HOLD

**Part A**

**Up to and including the shortlisting stage**

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Your name and contact details (ie address, home and mobile phone numbers, email address)</b>	From you, directly and in the completed application form	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</p>	<p>To enable HR/volunteering personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant manager or department of your application</p> <p>To enable HR to contact you about future vacancies in the next 6 months, if you have indicated your consent for us to do this (see below – paid work applications only)</p>
<b>Details of your nationality and immigration status (paid work applications only)</b>	From you, in the completed application form	To comply with our legal obligations to check right to work status	Not used prior to conditional work offer, then used by HR in conjunction with other information to assess right to work in the UK
<b>Details of your education, qualifications, training, professional registration, experience, employment history (including job titles, salary and working hours) interests, role preferences (e.g. hours and</b>	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p>	<p>To make an informed recruitment decision</p> <p>For employment/bank opportunities: The person making the shortlisting decision will receive pseudonymised or anonymised details only; if you are invited for interview, the interviewer will receive non-anonymised details.</p> <p>For volunteering opportunities: The person arranging volunteer</p>


<b>role applied for) and availability for interview</b>			interviews will receive non-anonymised details.
<b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs, age, marital status, disability information</b>	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)  Legitimate interest: to allow us to offer you an interview for employment/bank work if requested under our guaranteed interview scheme for disabled applicants	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies  For HR to mark applications for paid work to be considered under guaranteed interview scheme before passing to the shortlisting panel  For further information, see * below
<b>Information regarding where you saw the vacancy advertised</b>	From you, in your completed application form	Legitimate interest: to assess the effectiveness of our recruitment methods	This information will be anonymised and used by HR personnel to measure effectiveness of recruitment methods
<b>Information regarding your criminal record</b>	From you, in your completed application form	To comply with our legal obligations  For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision  To carry out statutory checks  Information shared with DBS and other regulatory authorities as required  For further information, see * below
<b>Details of your referees</b>	From you, in your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process  To comply with legal/regulatory obligations  Information shared with relevant managers, HR/volunteering personnel and the referee

<b>Whether you would like to be kept informed of future vacancies if unsuccessful (paid work applications only)</b>	From you, in your completed application form	Consent: we only process this information if you consent to be kept informed	The HR Office use this to inform you of future vacancies within the next 6 months, using the contact details supplied on your application as listed above.  You can withdraw your consent to us keeping you informed of vacancies at any time, by contacting the HR Office via <a href="mailto:hr@darlingtonhospice.org.uk">hr@darlingtonhospice.org.uk</a>
<b>Details of any relationship you have with a director or employee of the appointing organisation (paid work applications only)</b>	From you, in your completed application form	Legitimate interest: to ensure good organisational governance  For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	HR personnel will check that appointments do not present a conflict of interest
<b>Details of any bereavement suffered in the past 2 years (volunteering applications only)</b>	From you, in your completed application form	Legitimate interest: to assess your suitability for volunteering in a Hospice environment	Volunteering personnel will use this to consider your suitability for the volunteer role applied for, and may discuss this with you
<b>Any attachments which accompany your application form</b>	From you	Legitimate interest: to carry out a fair recruitment process	We will use information which is relevant to your application during the selection process, to assess your suitability for the role. Any information you submit which is not relevant to the process will be securely destroyed or redacted

**Part B**

**Before making a final decision to recruit**

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<p><b>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, safeguarding concerns, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers</b> <input type="checkbox"/> <b>⌘</b></p>	<p>From your referees (details of whom you will have provided)</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment, bank work and volunteering records and to comply with legal, regulatory and corporate governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR/volunteering personnel</p>
<p><b>Information regarding your academic and professional qualifications, and where applicable indemnity insurance</b> <input type="checkbox"/> <b>⌘</b></p>	<p>From you, from your education provider, from the relevant professional body</p>	<p>Legitimate interest: to verify the qualifications information provided by you and ensure you are able to practice your profession safely</p>	<p>To make an informed recruitment decision</p>
<p><b>Copies of ID documents, and information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), and if applicable from overseas police checks</b> <input type="checkbox"/> <b>⌘</b></p>	<p>From you and from the Disclosure and Barring Service (DBS) (any overseas police checks would be obtained by and provided by you to us)</p>	<p>To perform the employment/bank work contract (paid work only)</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to verify the criminal records information provided by you</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts,</p>	<p>To make an informed recruitment decision</p> <p>To carry out statutory checks</p> <p>Information shared with DBS and other regulatory authorities as required</p>

		and protecting the public against dishonesty)	For further information, see * below
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</b> <input type="checkbox"/>	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
<b>A copy of your driving licence, and where applicable insurance and MOT certificates</b> <input type="checkbox"/> 	From you	To enter into/perform the employment/bank work contract (paid work only) To comply with our legal obligations To comply with the terms of our insurance	To make an informed recruitment decision To ensure that you have a clean driving licence To ensure that you are able to drive legally and safely for work/volunteering Information may be shared with our insurer
<b>Copies of your ID documents required to access the SystemOne patient record database</b> <input type="checkbox"/>	From you	Legitimate interest: to ensure you are able to provide sufficient ID to gain access to SystemOne	To make an informed recruitment decision To complete the ID checks required to enable your access to SystemOne using a smartcard

**Applicants for employment or bank work:** You are required (by law or in order to enter into your contract for employment or bank work) to provide the categories of information marked '☐' above to us to enable us to verify your right to work (all roles) and suitability for the position (where relevant to the role).

**Applicants for volunteering:** You are required (by law or in order to undertake volunteering) to provide the categories of information marked '⌘' above to us to enable us to verify your suitability for the position, where relevant to the role.

\* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Workforce Data Protection Policy, Workforce Record Retention Policy, Security Policy for Handling and Safekeeping of Disclosure Information, and Policy on Employment of Ex-Offenders, available from the HR Office.