

Privacy statement

Job applicants and referees

Why do we collect personal information about job applicants and referees and how do we use it?

As an employer, there are lawful bases for the personal information that we collect on our job applicants and referees.

Job applicants' and referees' data can also help us to support our workforce better and make for a better recruitment experience.

A significant lawful basis (legal reason) for collecting and using certain personal information about job applicants is that of "legal obligation". In other words, we have to collect this information to comply with the law. Processing information under this lawful basis enables us to:

- Meet immigration law obligations
- Verify the job applicant's right to work

We also collect and use information about job applicants under the lawful basis of "contract" with a view to entering a contract with that individual as an employee. Processing information under this legal basis enables us to:

- Recruit the right staff to Prospect Hospice, understanding for example their skills, job history and background

We process some personal information on job applicants on the lawful basis of "legitimate interest" so that we can:

- Monitor demographic, equality and diversity data to evidence fair

recruitment. Processing information on the basis of “legitimate interest” means that Prospect Hospice deems it necessary and appropriate to collect this information for reasons that do not require your consent. However, you can object to data processing on this basis. See Your Rights section.

What personal information do we collect about job applicants and referees?

Based on the data processing reasons outlined above, we may collect all or some of the information below to help us ensure the best recruitment process (note, this list is not exhaustive):

Basic details: Name, postal/email address, telephone number, date of birth. Demographic, equality and diversity data (This information is collected anonymously and separately from a job application form.)

Job application information including references, contact details of referees.

NB: DBS checks where applicable, take place once applications have been successful

Skills and experience information including CVs, records of qualifications, education, training and professional membership/registration.

Identification information including photos, car driver information, copies of birth certificate/driving licence.

Where do we store personal job applicants and referees information and for how long?

Job applicants and referees personal information is stored securely within the Prospect Hospice network.

If job applicants are unsuccessful in their application, their application

details are kept on file by Prospect Hospice for 6 months and then deleted unless prior agreement has been obtained. Copies of official documentation are shredded immediately after an unsuccessful interview. Successful job applicants' personal information is retained – please see Employee Privacy Statement.

Sharing personal information about job applicants

Information on job applicants and referees will be shared internally with Prospect Hospice Teams and Line Managers in order to make the best recruitment decisions

As an individual whose personal data is processed by Prospect Hospice you have the following rights:

- the right to be informed – which is what this privacy statement is for
- the right to access the data we hold about you
- the right to object to direct marketing
- the right to object to processing carried out on the basis of legitimate interests
- the right to erasure (in some circumstances)
- the right to data portability (in some circumstances)
- the right to have your data rectified if it is inaccurate
- the right to have your data restricted or blocked from processing