



Recruitment Privacy Policy

As an applicant for any position of employment at Stratton Medical Centre, we are responsible for the processing of your application and how we process your personal information to progress with your application.

Complying with the law

The law requires us to process your information so we can:

- check you are fit to work or confirm what reasonable adjustments are required, if applicable
- monitor the diversity of candidates to ensure we comply with the Equality Act 2010
- meet safeguarding law requirements where this is relevant to the vacancy role
- confirm Right to Work, identity, and eligibility for the vacancy
- analyse candidates' and employees' information to understand patterns and trends - this is so we can plan and improve our employment and recruitment processes

It provides information about how we use the personal and healthcare information we collect, store and hold about you. If you have any questions about this privacy notice or are unclear about how we process or use your personal information, or have any other issue regarding your personal and healthcare information, then please contact our Data Protection Officer Umar Sabat on ciosicb.dpo@nhs.net

Before agreeing to an employment contract

We will use your information within your employment application so that we can:

- assess your suitability for the role
- complete your pre-employment checks in line with our employers guidance
- detect and prevent any possible mistakes or fraud.

Where we process your information

Your information will not be transferred outside the UK or European Economic Area (EEA).

Sharing your personal information

We may share your information with:

- the Disclosure and Barring Service (DBS), if your role requires a DBS check
- named referees to obtain a reference
- organisations who may act on our behalf in the recruitment selection process
- any other organisation who has a legal right to it
- Upon acceptance of employment your details will be shared with our payroll accountancy team



Keeping your personal information

For non- successful applications, personal information in the e-recruitment system will be deleted within 400 days of the advertised application closing date.

This information is retained so that we can revisit vacancies and applications in case the vacancy needs re-advertising or to enable us to respond to any candidate queries.

Successful applications will remain in the system for 400 days, but only information relevant to the employment of successful candidates will be retained within staff employment records. This will be specified in your contract of employment.

If you withdraw at offer stage, your information will either be retained for 400 days from your application or 200 days from your most recently acquired start date, whichever is longest.

Where candidates' information is used to understand patterns and trends that will be used to plan improve our employment and recruitment processes, this data will be retained securely for a period of 5 years.

Your rights

The information you provide will be managed as required by Data Protection law. You have the right to:

- receive a copy of the information we hold about you
- request your information be changed if you believe it was not correct at the time you provided it
- request that your information be deleted if you believe we are keeping it for longer than necessary
- request that we delete and object to the processing of your personal information.

Call Recording

All of our calls in and out of the Practice are now being recorded. This is a new procedure to ensure the safety of our staff, and to act as supporting evidence to help resolve any complaints. The calls will be stored on a secure online portal for up to 36 months.

Changes to our privacy policy

We regularly review our privacy policy, and any updates will be published on our website, in our newsletter and on posters to reflect the changes.

Updated 01/10/2025

Review Date: 01/10/2026