

Privacy Statement – Job Applicants

Data controller: St Richard’s Hospice, Wildwood Drive, Worcester WR5 2QT

As part of the recruitment process, the Hospice collects and processes personal data relating to job applicants. This allows us to manage the recruitment process and assess candidates’ suitability for employment. In some cases, we need to process the data to ensure compliance with legal obligations. For example, it is a legal requirement to check a successful applicant’s eligibility to work in the United Kingdom before employment starts.

During the application process

All of the information you provide on the application form will only be used for the purpose of progressing your application and assessing your suitability for the role you have applied for.

If we process special categories of data, such as information about your ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes only.

At interview stage

If you are shortlisted for interview, we will ask you for additional information to check your eligibility to work in the United Kingdom, your qualifications and registration with the relevant professional body (if applicable). We will also ask you for information about your health to establish if we need to make reasonable adjustments to the recruitment process.

If we make you an offer of employment

If you accept an offer of employment, we will contact your referees, using the details provided by you in your application.

Prior to entering into a contract with you, we will also ask you for the following:

- completion of a health questionnaire – to ensure that appropriate immunisations are in place
- completion of a Disclosure and Barring Service check at the level appropriate to your role (if applicable) – to obtain criminal records checks
- bank details – to process salary payments
- emergency contact details – so we know who to contact should you have an emergency at work
- details of your driving licence and insurance (if applicable) to ensure that you are legally entitled to drive for business use

Who has access to data?

Your information will be shared internally with line managers and the HR team for the purpose of recruitment and selection. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

How does the Hospice protect data?

The Hospice takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Your information will be held securely within the HR department and will only be accessed by those who have a legitimate reason for obtaining the information.

How long does the Hospice keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the recruitment process. After 12 months, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. 6 years after you leave our employment your personnel files will be destroyed and we will keep a summary sheet detailing dates of your employment only.

What if you do not provide personal data?

There is no statutory requirement for you to provide data to us but if you do not provide sufficient data for us to access your suitability for employment and then to conduct an employment relationship with you, then we will be unable to process your application.