|  |
| --- |
| **PRIVACY NOTICE** |
| Chapelgreen Practice  1, Bevan Way, Chapeltown, Sheffield S35 1RN  Data Protection Officer – Blake Foster, Practice Manager |

|  |
| --- |
| **What data do we need to process?** |
| * Personal information including career history, qualifications, skills and competencies * Personal contact details such as name, address, and email address telephone number * Sensitive personal data such as ethnic background, age, gender etc may be collected as part of our recruitment data on the standard application form |
| **Why do we need to process this data?** |
| * The personal information on career history, skills and qualifications will be used to assess your suitability for role advertised, to ensure a fair process and to provide feedback to candidates * Contact details are used so that we can make contact with you and communicate with you through the recruitment and selection process * Data for successful applicants will be needed to begin the employment contract * Sensitive personal data will be anonymised and not used as part of the selection process but may used to monitor recruitment trends and efficiency |
| **What will we do with it?** |
| * Your data will be reviewed by the recruiting manager and stored securely in appropriate recruitment files * Your data will be shared with other managers involved in the recruitment process * Your data will be shared with our external HR provider who is compliant with the GDPR |
| **How long will we keep it?** |
| * Data on unsuccessful applicants will be kept for up to 12 months after the recruitment campaign * Data on successful applicants will be kept for the duration of the employment and for 6 years thereafter |
| **What are your rights?** |
| You do not have to provide this personal data to us but if you do not then we will not be able to consider your application as part of a fair, non-discriminatory and legally compliant process  If you have a question or concern about the way your data is being processed you should contact Blake Foster, Practice Manager in the first instance. |