

Applicant Privacy Notice for Volunteers and Employees

This privacy notice is intended to let you know why we use the data you provide to us.

As part of any recruitment process, Saint Francis Hospice collects and processes personal data relating to applicants. The Hospice is committed to protecting your privacy and being transparent about how it collects and uses that data to meet its data protection obligations.

What information do we collect?

Saint Francis Hospice collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and work history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work or volunteer in the UK.

Saint Francis Hospice may collect this information in a variety of ways. For example, data might be contained in application forms from NHS Jobs or via our website, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties normally only once a job or volunteering offer to you has been made and we will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR and volunteer management systems and on other IT systems (including email).

Why does Saint Francis Hospice process personal data?

We need to process data to take steps at your request prior to entering into a contract or volunteer agreement with you. We may also need to process your data to enter into a contract or volunteer agreement with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful employment applicant's eligibility to work in the UK before employment starts.

Saint Francis Hospice has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability and decide whom to offer a role with our Hospice. We may also need to process data from applicants to respond to and defend against legal claims.

Saint Francis Hospice may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights.

If your application is unsuccessful, Saint Francis Hospice may keep your personal data on file in case there are future opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and volunteering team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application is successful and we make you an offer. We will then share your data with former employers to obtain references for you, background check providers to obtain necessary background checks, including Occupational Health Provider and the Disclosure and Barring Service if applicable.

How does Saint Francis Hospice protect data?

We take the security of your data seriously. We have 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.

For how long does Saint Francis Hospice keep data?

If your application is unsuccessful, the Hospice will hold your data on file for six months after the end of the relevant recruitment process.

For employees, if your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

For Volunteers, if you are successful personal data gathered during the recruitment process will be transferred to your Volunteer file (electronic and paper based) and retained during the period of your volunteering engagement.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Saint Francis Hospice is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Hrassistant@SFH.org.uk

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Saint Francis Hospice during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.