

## **Burn Brae Medical Group**

Hexham Primary Care Centre, Corbridge Road, Hexham, Northumberland NE46 1QJ  
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### **Privacy Notice - Recruitment and Employment Data**

This privacy notice explains why we collect information about you, how that information may be used, how we keep it safe and confidential and what your rights are in relation to this.

- The practice is required to process and store information relating to the recruitment and employment of members of staff
- Applicants for vacant positions at the practice must provide data in connection with our recruitment and selection process.
- Following recruitment, successful applicants will join our list of staff members and certain information such as CV, contact details and salary information will be retained by the practice for the duration of the employment in accordance with our retention schedule
- Unsuccessful applicants will have their information deleted 6 months after the recruitment process has been completed.

We are required by law to provide you with the following information about how we handle your information in relation to our legal obligations to share data.

We are registered with the Information Commissioner's Office (ICO) as a data controller which describes the purposes for which we process personal data. A copy of the registration is available from the ICO's web site by searching on our name.

<b>Purpose of the processing</b>	<ul style="list-style-type: none"> <li>• Recruitment and selection of staff members</li> <li>• Ongoing appraisal, training, payroll and working schedules for members of staff</li> </ul>
<b>Lawful basis for processing</b>	<p>The following sections of the GDPR allow us to</p> <p>Article 6(1)(e) – ‘processing is necessary...in the exercise of official authority vested in the controller...’</p>
<b>Recipient or categories of recipients of the processed data</b>	The data will be not be shared with any external organisations without the explicit consent of the staff member.
<b>Rights to object</b>	Individuals have the right to object to their data being stored or processed by the practice and should do so by writing to the Managing Partner
<b>Right to access and correct</b>	You have the right to access your staff record and have any errors or mistakes corrected. Please speak to the Managing Partner.
<b>Retention period</b>	Information on retention schedules is available at the practice - speak to the Managing Partner
<b>Right to complain</b>	You have the right to complain to the Information Commissioner’s Office. If you wish to complain follow this link <a href="https://ico.org.uk/global/contact-us/">https://ico.org.uk/global/contact-us/</a> or call the helpline 0303 123 1113
<b>Data we get from other organisations</b>	We receive information about members of staff and applicants from external agencies eg for references only with consent of the individual.