# PRIVACY NOTICE FOR CANDIDATES

North Coast Medical (NCM) are committed to protecting and respecting your privacy and safeguarding any personal data that you give to us. We are transparent about the processing of your personal data and this notice sets out the basis on which any personal data will be processed by us. We comply with data protection legislation such as the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA).

We are a controller under the UK GDPR and the Data Protection Act 2018. Our data protection officer is Kristy Gouldsmith and she can be contacted at via our admin at claire@northcoastmedical.co.uk

Our details:

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**1. What is Personal Data?**

‘Personal data’ means any information which relates to or identifies an individual. This includes information which may not explicitly identify you (e.g. where your name has been removed) but which does make it possible to identify you if it is combined with other information that is readily available. For example, this might be because the information available contains a postcode, your gender and date of birth; in these circumstances it might be possible to identify you by using other information available elsewhere. Therefore, in these circumstances, we would treat the details we hold as personal data and protect it accordingly.

## 2. What kind of personal data does NCM collect and process?

a. We collect information about our prospective employees when they apply for employment with us, and we process it on an on-going basis. We will process the following data:

## Your application form containing your name, contact details, education and qualifications.

* A copy of each reference obtained for you;

## Documentary evidence of any qualifications

* In order to employ you, we are required to establish your identify and your right to work in the UK. We will need a copy of your birth certificate and passport (if any) (name, date of birth, nationality, photo, passport number)
* Depending upon the position, we may require a basic criminal record certificate. A basic certificate will contain details of convictions and cautions from the Police National Computer (PNC) that are considered to be unspent under the terms of the Rehabilitation of Offenders Act (ROA) 1974.
* Equality and Diversity information, such as data revealing racial or ethnic origin, religious or philosophical beliefs, health or sexual orientation.
* If you require reasonable adjustments in order to attend for an interview, then we will process your health data.
* Your image captured by our CCTV.

b. Site Data

We collect information about your computer, including your IP address, operating system and browser type, for system administration and for the security of our website.

We do not use cookies (except essential or necessary cookies) without your consent.

### c. Personal data we receive from other sources.

We will receive information about you from your referees.

## 3. Why does NCM collect and use your personal data?

We ask you for personal details to assess your suitability as a candidate and to provide the best possible recruitment experience.

Your submission of your CV or application is with your consent.

We will then process the data in your application or CV and the data collected on you during the recruitment process in order to assess your suitability for the position under the legal basis of legitimate interest.

We have a legal obligation to perform right to work checks on potential staff.

We like to ensure that we are an equal opportunity employer and therefore, will ask you to complete an Equality and Diversity Questionnaire as part of the recruitment process. Equality and Diversity Questionnaires are considered to be a task in the public interest by the government.

We process the following data under legitimate interest:

* We hold your CV and all data collected during the recruitment process for six months in the unlikely event of any employment tribunal claims;
* All personal data is stored securely on servers and in the cloud; and
* Images captured by CCTV for the safety and security of our clients, staff and visitors.

**4. What safeguards do we have in place to protect your personal data?**

In order to protect your rights and freedoms when using your personal data for clinical trials, NCM has special safeguards in place to help protect your data. We have the following safeguards:

* policies and procedures that tell our staff how to collect and use your personal data safely
* training which ensures that our staff understand the importance of data protection and how to protect your data.
* security standards and technical measures that ensure your personal data is stored safely and securely
* contracts with companies or individuals have confidentiality clauses that set out each party’s responsibilities for protecting your personal data
* we carry out data protection impact assessments on high risk projects to ensure that your privacy rights or freedoms are not affected.
* If we use collaborators outside of the UK, we will ensure that we use the appropriate data transfer safeguards

**5. Who will my personal data be shared with?**

We share your personal data with third parties where required, including:

* Service providers
* Insurers
* Legal and other advisors

All service providers are required to continue to adequately safeguard your personal data.

**6. How long is my information kept?**

We will keep your CV and recruitment pack information for six months in case of the unlikely event of any employment claims.

**7. Is my data kept in the UK?**

We do not transfer your data out of the UK.

## 8. What are your rights regarding your personal data?

## You have the right:

* To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
* To rectify incorrect personal data that we are processing.
* To request that we erase your personal data if:
	+ we no longer need it;
	+ if we are processing your personal data by consent and you withdraw that consent;
	+ if we no longer have a legitimate ground to process your personal data; or
	+ we are processing your personal data unlawfully
* To object to our processing if it is by legitimate interest.
* To restrict our processing if it was by legitimate interest.
* To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

**9. Who can I contact?**

If you have any questions about how your personal data is used, including any requests to exercise your legal rights, please contact our Data Protection Officer using the details set out below:

[email]

**10. How can I complain?**

If you have a concern about the way we are collecting or using your personal data, please raise your concern with us in the first instance.

You also have the right to lodge a complaint with the Information Commissioner's Office (**ICO**) (the UK data protection regulator). For further information on your rights and how to complain to the ICO, please refer to the ICO website at https://ico.org.uk.