

HR Privacy Notice

At Camden Health Partners, we collect, store, and process information about prospective, current, and former staff. For the purposes of this notice, the term staff includes:

- Applicants;
- Employees;
- Workers, including agency and zero hour.
- Contracted staff;
- Volunteers;
- Trainees;
- Apprentices and;
- Work experience placements

By applying for a job at Camden Health Partners, we collect and processes your personal data relating to your candidacy.

As part of your application, we collection a range of information which includes but is not limited to:

- your name, address and contact details, including your email address and contact number;
- details of your qualifications, employment history, skills and experience;
- information on any unspent criminal convictions. The lawful basis upon which we rely to process this data are Article 6(1)(e) for the performance of our public task. In addition, we rely on the processing condition at Schedule 1 part 2 paragraph 6(2)(a).
- information on your gender, ethnicity, sexual orientation and religion to support our equal opportunities monitoring. The lawful basis upon which we rely on to process the aforementioned data, are article 9(2)(b) of the UK GDPR, which relates to our obligations in employment and the safeguarding of your fundamental rights or article 9(2)(g) - necessary for reasons of substantial public interest.
- information about your entitlement to work in the UK;
- DBS certificate
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during this process and;
- post a job offer, occupational health information including immunisation history if applicable to the role

How do we collect your information?

This information can be gathered from your CV, application, passport or other identity document you provide us with, prior or during the interview process.

We may also collect personal data about you from third parties, such as references from former employers. We will only seek information from third parties once a job offer to you has been made unless you confirm you are happy for us to do so in advance and will inform you that we are doing so.

If you use NHS Jobs to apply for a position, your details will be collected by NHS England and Wales on our behalf.

What information do we collect?

Once you are employed by Camden Health Partners, we may collect additional information such as:

- a photo of you, for security and ID badges;
- bank account details;
- education and training history;
- appraisal and performance reviews;
- security and audit data when you use Company/Trust IT equipment and systems, including the use of NHS smart cards, and when you use your own devices or computer to access Company/Trust systems including device identifiers and IP addresses;
- your performance, sickness, absences and other work related matters;
- personal data recorded as a normal part of your work activity and;
- data relating to employee relations, like disciplinary proceedings or complaints.

Why are we processing your personal data?

Processing data from staff allows the relevant colleagues who need the information, to effectively carry out their duties, like your line manager or Human Resources. We also need to meet our legal obligation to manage the recruitment process effectively, assess and confirm a candidate's suitability for employment and decide who is best suited to appoint to a vacancy.

The lawful basis we rely on for processing your personal data are article 6(1)(b) of the UK GDPR, which relates to processing necessary to perform a contract or to take steps at your request, before entering a contract. And article 6(1)(f) for the purpose of our legitimate interests.

Camden Health Partners may process special categories of data, such as information about ethnic origin, sexual orientation, or religious beliefs, to monitor equal opportunities at our organisation. In the case we process data of this nature, we will ask for your explicit consent.

We may also collect information about whether you have a disability to ensure we fulfil the reasonable adjustments you require under the Equality Act 2010. The lawful basis we rely on for processing this information is article 6(1)(c) to comply with our legal obligations under the Act.

Following your job offer, we may ask you for occupational health information to ensure that we are fulfilling our obligations to you.

If you do not provide the information that we require during our application process, we may not be able to process your application effectively.

Other information includes:

- maintaining staff records, including payroll, benefits, corporate travel and other reimbursable expenses, development and training, absence monitoring, performance appraisal, conduct, management progress, disciplinary and grievance process and complaints, pensions administration, and other general admin and human resource related processes;
- communicating about CHP, including news and events;
- preventing and detecting crime, like using photo ID badges;
- providing facilities, like IT systems access;
- maintaining contact with former employees, and;
- managing and monitoring network and systems access including cyber security and forensic requirements.

Who has access to your data?

We may disclose personal and sensitive information to a variety of parties when:

- There is a legal obligation on our part to share;
- It is mandatory for the performance of your employment contract and;
- You have consented to the sharing.

As an applicant, your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, the recruiting manager and director, and other interviewers and staff involved in the recruitment process.

We will not share your data with any third parties unless you are successful in your application, and we make you an offer of employment. We will then share your data with your former employers to obtain the necessary references for you, unless you have approved us doing so in advance. We will inform you when we intend to take these measures. We may also contact professional bodies to confirm your registration where applicable.

As part of our pre-employment checks following an offer of employment, we ask you to complete a pre-employment health questionnaire. This is to enable us to assess any needs you may have and is part of our commitment to you. If required, we will share your contact details with our occupational health provider who will contact you to discuss your needs. They will only use your data for this purpose and will treat it confidentially.

We will not share any of the information you provide with any third parties for marketing purposes.

How long will we keep your data?

If your application for employment is unsuccessful, CHP will keep your data on file for 6 months following the end of the recruitment process. At the end of this period, we will delete your data.

If your application is successful personal data gathered during the recruitment process will be transferred to your Human Resources file and retained for the duration of your employment and will be covered under our privacy notice for employees.