

Candidate Privacy Notice

As part of the application and recruitment process, Wirral University Teaching Hospital NHS Foundation Trust (“the Trust”) collects, processes and stores personal information about you. The Trust processes this information for a range of purposes relating to the recruitment process and this may include your application, any assessment, pre-employment screening, and your worker permissions.

This Privacy Notice sets out:

- **Why we collect your personal information;**
- **What information is collected, and;**
- **How it is processed within the recruitment process.**

In this Privacy Notice we use the term “processing” to describe and cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

A. Why does the Trust collect your personal information?

In order for the Trust to manage your application we need to process certain personal information about you. The Trust only processes information which is necessary for the purposes of progressing your application, or as required by law, or regulatory requirements. This means that not all of the purposes which are set out below will apply to you:

- **Application** - CV, name, address, employment history, qualifications (academic and professional), age, diversity, including gender, ethnicity, disability and sexual orientation, nationality, previous disciplinary matters;
- **Assessment** - CV, psychometric tests including situational judgment tests, ability or personality tests, interview whether by face to face, by telephone or by video, behavioural assessments including group exercises, presentations and/or role play, technical assessments;
- **Pre-employment screening** - criminal records, occupational health etc.

B. What personal information might the Trust process?

The Trust may process the following:

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- Name, work and home contact details;
- Date and place of birth;
- Education and work history;
- Demographic information relating to an individual, to comply with legal requirements including marital status, national identifier, passport/visa information, nationality, citizenship, military service, disability, work permit, date and place of birth or gender;
- Health issues requiring adaptations to the working environment;
- Job title, grade and job history;
- Employment contract related information including compensation, location, hours of work and benefits;
- Reporting and managerial relationships;
- Leaves of absence including maternity leave and sickness absence;
- Photographs;
- Disciplinary and grievance records;
- Attendance records;
- Bank account details for salary payment purposes;
- Expenses including travel;
- Schools and qualifications;
- Training history and plans;
- Results of original and ongoing employee screening where relevant;
- Details provided in relation to conduct policies such as union membership, conflicts of interest;
- Building CCTV images;
- Audio recordings of telephone interviews;
- Video recordings of interviews;

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- Notes from face to face interviews;
- Psychometric test results and associated reports;
- Results from behavioural assessments;
- Results from technical assessments.

It is possible that the categories of information referred to above may include some sensitive personal information. We do not routinely collect sensitive personal information about all applicants but it may be collected where the Trust has a legal obligation to do so or if you choose to disclose it to us during the course of your relationship with the Trust.

C. Who does the Trust share your personal information with?

The Trust will need to share your personal information internally and may require the sharing of it with some external parties or associates. Your information will only be shared if it is necessary or required e.g. for the purposes of carrying out pre-employment screening.

The recruitment process will involve assessing and progressing your application; assessing suitability by reference to skills, strengths and behaviours for the role; and activities related to the screening process should your application be successful.

To enable the processes to be completed, your personal information may be shared internally. However, the information shared is limited to what is required by each individual to perform their role in the recruitment process. Your personal information may be shared internally with employees who have managerial responsibility for you or who are acting on their behalf; HR employees who have responsibility for certain HR processes including recruitment, assessment and pre-employment screening; employees in legal, conduct, risk, regulatory, fraud and HR with responsibility for investigating issues of non-compliance with laws and regulations, policies and contractual requirements; employees in IT and system owners who manage user access; audit and investigations employees in relation to specific audits and investigations and security managers for facilities and premises.

The Trust may also have to share your information with certain third parties external to the Trust including providers of candidate interview and assessment services; suppliers undertaking background screening on behalf of the Trust; universities, colleges and other academic institutions in validating information you have provided; and other third party suppliers who provide services on the Trust's behalf.

D. How does the Trust protect your information?

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The Trust' Human Resources and recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of or damage to personal information does not occur. This is affected in accordance with the Trust's Information security policy.

The Trust also requires its third party suppliers or any recipient of personal information to guarantee the same level of protection as that provided by the Trust.

Personal information will be retained in accordance with the Trust's managing records policy which may mean that the Trust holds some of your information after your application to the Trust has been completed.

E. Your rights

You are entitled to see the information that the Trust holds about you. You can also request changes to be made about incorrect information. You can ask for information to be deleted or blocked if you legitimately think that the Trust should not be processing that information or it is processing it incorrectly.

If you have any questions or concerns about this notice or your personal information generally, including questions about access to your personal information or correcting it, you should contact HR in the first instance. There is also information available on the Trust's intranet about accessing your personal information.

It is your responsibility to keep your personal information up to date so that accurate application records can be maintained. You can manage all of your applicant data by accessing and updating your profile on the Trust's applicant tracking system.

F. Screening checks

The Trust performs a number of screening checks as part of the selection process, where it is permitted by law. Checks are only performed on candidates who have been selected for a role. Your consent will be requested before screening checks are performed.

G. Criminal records checks (Disclosure and Barring Service, DBS)

The Trust has legal and regulatory obligations to ensure that the people that we employ can be relied upon to handle information responsibly and to ensure the Trust acts lawfully and legally. The Trust therefore asks questions about any

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prior civil or criminal proceedings you may have been subject to and they also conduct criminal record checks.

H. Regulatory screening

In order to comply with the Trust's legal and regulatory obligations, the Trust will screen your name against regulatory lists. The screening will simply involve searching the regulatory databases to ensure that you are not on a sanctioned list.

I. Processing conditions

The Trust's entitlement to process your personal information is given by a number of processing conditions. This means that the Trust may rely on more than one of these conditions in order to process elements of your personal information through the recruitment process. The Trust will process your personal information in the administration of your application.

The Trust will also process your personal information where it is required by law or regulation or it is in the legitimate interests of the Trust or you as applicant. The processing will always be fair and lawful and will, at all times, comply with the principles of applicable privacy laws.

During the course of your application it may also be necessary for the Trust or its suppliers to process your sensitive personal information. This processing will be carried out on the basis of your express consent which is captured as part of the recruitment process.

Should your application not be successful your information will only be retained for a period of 400 days and will then be purged from all systems related to your application.

I have read and understood the items listed above.

Signed: (applicant)

Date:

Where a DBS is applicable to my application I have read the Standard/Enhanced DBS check privacy policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application. Where the DBS is requested electronically I consent to the DBS providing an electronic result directly to the registered body (Trust) that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is blank or to await certificate which will indicate that the certificate contains information. In some

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cases the registered body (Trust) may provide this information directly to my employer prior to me receiving my certificate.

Signed: (applicant)

Date:

I have read the Standard/Enhanced Check Privacy Policy for applicants
<https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application

Data Controller:

Wirral University Teaching Hospital
Arrowe Park Road
Upton
Birkenhead
CH49 5PE
0151 678 5111
ICO Registration: Z1092834

Data Protection Officer:

Lin Snow
Head of Information Governance & Records Management
wih-tr.IGTeam@nhs.net

Wirral University Teaching Hospital NHS Foundation Trust (WUTH) is committed to handling your information securely and in line with Data Protection, Code of Confidentiality and the Caldicott Principles specifically developed to protect patients of the NHS across the UK.