



## St. Rocco's Hospice Recruitment Privacy Notice

**Information we collect via NHS Jobs online & paper application form:** The application process will require you to provide various different types of information, such as your name, title, address, telephone number, email address, date of birth, gender, employment history and qualifications. Certain applications may require additional information and attachments which accompany your application, which will be made clear during the application process. All information / documents provided in either electronic or paper format will only be used for the purpose of completing the recruitment process by St. Rocco's staff.

**How your information will be used:** By applying either electronically or in paper format you are allowing St. Rocco's Hospice to access and use the information you provide for the purposes of: (a) assessing your application; and (b) administering St. Rocco's Hospice recruitment process.

To ensure that our Equal Opportunities Policy 185, Edition2 is operating effectively, and to identify groups that may be underrepresented or disadvantaged in our Hospice, we may monitor applicants' ethnic group, gender, disability, sexual orientation, religion and age as part of the recruitment procedure. Provision of this information is voluntary and it will not adversely affect an individual's chances of recruitment or any other decision related to their employment. The information when requested will be removed from applications before shortlisting, and kept in an anonymised format solely for the purposes stated in this policy.

**Automated decision-making:** St. Rocco's Hospice may specify that certain decisions in respect of your application are made solely by automated means without human involvement. This could include the automatic rejection of your application if: (a) you do not hold the required qualification; or (b) you do not obtain a minimum score for a test completed as part of your application.

**How your information will be stored:** Job applications and adverts are retained on NHS Jobs for up to 460 days after the closing date, depending on the relevant advert's or recruitment's closing date, and then deleted; please refer to NHS Jobs Privacy Notice:

[https://www.jobs.nhs.uk/privacy\\_emp.html](https://www.jobs.nhs.uk/privacy_emp.html)

Any data / documents e.g. application form, St. Rocco's Hospice download from NHS Jobs or you provide direct to St. Rocco's Hospice for the purposes of the recruitment process will be deleted / shredded following a period of 12 months inactivity on your application. This period is set by St. Rocco's Hospice as per our Information Retention Storage & Disposal Policy 088 Edn1 Vrn1 Dec 2013. In the event of you accepting a contract of employment with St. Rocco's Hospice, your data will be retained by St. Rocco's Hospice as part of your contract with us and transferred to our HR System provided by an external partner breatheHR, Unit 19, Oakhurst Business Park Wilberforce Way, Southwater, RH13 9RT, United Kingdom who is owned by Centurion Management Systems Ltd.

**Disclosure and Barring Service Check:** As the Hospice meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants (staff and volunteers) who are offered employment based at the Hospice or in patient facing roles will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions.

Please contact the recruitment team for further policy details email: [recruitment@stroccos.org.uk](mailto:recruitment@stroccos.org.uk)



**Controlling your information:** The hospice full privacy notice can be accessed at <https://www.stroccos.org.uk/about/privacy-notice/>

Should you: have any other queries about how St. Rocco's Hospice handle your information, please call the Recruitment team on 01925 575780, email [recruitment@stroccos.org.uk](mailto:recruitment@stroccos.org.uk) or write to us at, St. Rocco's Hospice, Lockton Lane, Bewsey, Warrington, WA5 0BW.

**Additional Legal Rights:** Under certain circumstances you also have legal rights to: (a) request access to your personal information; (b) request correction of the personal information that we hold about you; (c) object to particular processing of your personal information; (d) request the suspension of processing of your personal information; or (e) request the transfer of your personal information to another party. Additional information about these rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>. Please contact us using the details above if you wish to exercise any of these additional rights.

**Complaints:** If you are not satisfied with our response you have the right to complain to the Information Commissioner at <https://ico.org.uk/>

**Last Updated:** This Privacy Notice was last updated on 25<sup>th</sup> May 2018.