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2.0	August 2026	August 2027

JOB APPLICANT PRIVACY NOTICE

Introduction

Port View Surgery is committed to protecting the privacy and security of your personal information.

This privacy notice explains how we collect, use, store, share and protect personal information relating to individuals who apply for employment with Port View Surgery.

It also explains your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Data Controller

Port View Surgery is the Data Controller for the personal information you provide during the recruitment process.

Port View Surgery

Telephone: 01752 840115

Data Protection Officer

Our Data Protection Officer (DPO) is provided through:

Kernow Health CIC

Telephone: 01872 221102

If you have any questions regarding this privacy notice or the way your information is processed, please contact the Practice Manager or Data Protection Officer.

Information We Collect

As part of the recruitment process, we may collect and process the following categories of personal information:

Personal Information

- Full name
- Home address
- Telephone number
- Email address
- Date of birth (where required)

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- National Insurance number (where required)
- Employment history
- Qualifications
- Professional registrations
- Training and development records
- Skills and experience
- References
- Right to work information
- Identity documentation
- Application forms and interview records

Special Category Information

We may collect information relating to:

- Physical or mental health conditions
- Disability information
- Ethnic origin
- Religious or philosophical beliefs
- Sexual orientation
- Equal opportunities monitoring information

We only process this information where permitted by law.

Criminal Convictions Information

For roles requiring a criminal records check, we may process information relating to criminal convictions and offences in accordance with safeguarding requirements and NHS Employment Check Standards.

How We Collect Information

We may obtain information directly from you through:

- Application forms
- CVs and covering letters
- Interviews
- Assessment exercises
- Written correspondence
- Recruitment portals including NHS Jobs

We may also receive information from third parties including:

- Referees
- Recruitment agencies

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- Professional registration bodies
- Occupational Health providers
- Disclosure and Barring Service (DBS)
- Identity verification providers
- Right to work verification services

Why We Process Your Information

We process applicant information to:

- Manage recruitment activities
- Assess suitability for employment
- Arrange interviews and assessments
- Verify qualifications and experience
- Undertake pre-employment checks
- Verify identity and right to work status
- Make recruitment decisions
- Comply with employment and safeguarding legislation
- Maintain recruitment records
- Respond to legal claims and regulatory requirements
- Monitor equality, diversity and inclusion

Lawful Basis for Processing

Under Article 6 UK GDPR, Port View Surgery relies on the following lawful basis:

Contract

Processing is necessary to take steps at your request before entering an employment contract.

Examples include:

- Reviewing applications
- Conducting interviews
- Assessing suitability for employment

Legal Obligation

Processing is necessary to comply with legal obligations including:

- Employment law requirements
- Immigration legislation
- Health and safety legislation
- Safeguarding duties

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- NHS employment checking standards

Legitimate Interests

Processing is necessary for our legitimate interests in:

- Running an effective recruitment process
- Selecting suitable candidates
- Maintaining recruitment records
- Defending legal claims
- Workforce planning

Where we rely on legitimate interests, we ensure that your rights and freedoms are not overridden.

Special Category Data Processing

Where special category data is processed, we rely on conditions under Article 9 UK GDPR, including:

Employment Law Obligations

Processing necessary to carry out obligations and exercise specific rights relating to employment.

Examples include:

- Workplace adjustments
- Occupational health assessments
- Equality monitoring

Equality and Diversity Monitoring

Information may be processed to monitor recruitment practices and ensure equality of opportunity.

Where possible, this information is separated from recruitment decision-making processes.

Criminal Conviction Data

Where a role requires a criminal records check, processing is undertaken in accordance with applicable legislation and safeguarding requirements.

Criminal conviction data is processed only where legally authorised and necessary for employment purposes.

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Who We Share Information With

Access to applicant information is strictly limited to individuals with a legitimate business need.

This may include:

- Recruiting managers
- Interview panel members
- Practice management staff
- Human Resources support
- IT administrators (where necessary)

We may also share information with:

- Referees
- Occupational Health providers
- Disclosure and Barring Service (DBS)
- Professional regulators
- NHS organisations conducting employment checks
- Legal or regulatory bodies where required by law

We will only share information that is relevant and necessary for the stated purpose.

International Transfers

Port View Surgery does not routinely transfer applicant information outside the United Kingdom.

If international transfers become necessary, we will ensure that appropriate safeguards are in place to protect your information in accordance with UK data protection legislation.

How We Protect Your Information

We take the security of personal information seriously.

Appropriate technical and organisational measures are in place to protect information against:

- Unauthorised access
- Accidental loss
- Unlawful destruction
- Alteration
- Disclosure
- Misuse

These measures include:

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- Secure NHS-approved systems
- Restricted access controls
- Staff confidentiality obligations
- Data protection training
- Secure document retention and disposal procedures

How Long We Keep Information

Unsuccessful Applicants

If your application is unsuccessful, we will normally retain recruitment records for **six months following completion of the recruitment process**.

After this period, records will be securely deleted or destroyed unless there is a lawful reason to retain them for longer.

Successful Applicants

If your application is successful, information collected during recruitment will become part of your employment record.

Retention of employee records will be managed in accordance with:

- NHS Records Management Code of Practice
- Applicable employment legislation
- Port View Surgery retention schedules

Your Rights

Under UK GDPR, you have the following rights:

Right to Be Informed

You have the right to know how your personal information is collected and used.

Right of Access

You have the right to request a copy of the personal information we hold about you.

Right to Rectification

You have the right to request correction of inaccurate or incomplete information.

Right to Erasure

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You may request deletion of your information where there is no lawful basis for continued processing.

Right to Restrict Processing

You may ask us to restrict the processing of your information in certain circumstances.

Right to Object

You may object to processing where we rely on legitimate interests as the lawful basis.

Right to Data Portability

Where applicable, you may request transfer of your information to another organisation.

Rights Relating to Automated Decision-Making

You have the right not to be subject to decisions based solely on automated processing where such decisions produce legal or similarly significant effects.

Automated Decision-Making

Port View Surgery does not undertake automated decision-making or profiling during the recruitment process.

All recruitment decisions involve meaningful human review.

Making a Complaint

If you are unhappy with how we have handled your personal information, please contact Port View Surgery in the first instance so that we can try to resolve your concerns.

You also have the right to complain to:

Information Commissioner's Office (ICO)

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

Website: <https://www.ico.org.uk>

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Failure to Provide Information

You are not legally required to provide all information requested during recruitment.

However, failure to provide information necessary for assessing your suitability, verifying your identity, confirming your right to work, obtaining references or carrying out required checks may prevent us from progressing your application.