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How we use your information

Your information will be held by Devon Doctors Group. This privacy notice is to let you know how the group will undertake to look after your personal information. This includes what you tell us about yourself and what we learn in the course of the recruitment process. This notice also tells you about your privacy rights and how the law protects you.

Who we are

Devon Doctors Group is made up of all the partly and wholly owned companies owned by Devon Doctors Limited, which is a not-for-profit social enterprise, owned by the GP practices of Devon.

Our registered address is:  Unit 8 Manaton Court, Manaton Close, Matford, Exeter EX2 8PF. Telephone: 01392 822345.

When you contact us by phone

We record all calls made to and from this organisation.

Accessing our Internet site and cookies

This section contains a link to our Cookies Policy

Cookies are small computer files that get sent down to your PC, tablet or mobile phone by websites when you visit them. They stay on your device and get sent back to the website they came from, when you go there again. Cookies store information about your visits to that website, such as your choices and other details. Some of this data does not contain personal details about you but it is still protected by this Privacy notice.

To find out more about how we use [**cookies**](https://www.devondoctors.co.uk/cookies), please use the link.

Purpose and legal basis for processing

Our purpose for processing this information is to assess your suitability for a role you have applied for.

The legal basis we rely on for processing your personal data relates to processing ***necessary to* *perform a contract or to take steps at your request, before entering a contract***. The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnic information relates **to *our obligations in employment******and the safeguarding of your fundamental rights*** and also where it is ***necessary for the purpose of preventative or occupational medicine for assessing your working capacity***.

What will we do with the information you give us?

We’ll use all the information you provide during the recruitment process to progress your application with a view to offering you an employment contract with us, or to fulfil legal or regulatory requirements if necessary.

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

We’ll use the contact details you give us to contact you to progress your application. We’ll use the other information you provide to assess your suitability for the role.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not keep it longer than necessary.

The information we ask for is used to assess your suitability for employment. You don’t have to provide what we ask for but it may affect your application if you don’t.

Application stage

Using our application form, we collect your personal details including name and contact details. We’ll also ask you about previous experience, education, declaration of unspent criminal offences (please note that if you apply for a role which is not protected by the *Rehabilitation of Offenders Act 1974* you will be required to include all criminal convictions including those that are spent), referees and for answers to questions relevant to the role. Our recruitment team will have access to all this information.

You will also be asked to provide equal opportunities information. This is not mandatory – if you don’t provide it, it won’t affect your application. We won’t make the information on the equal opportunities form available to any staff outside our recruitment team, including hiring managers, in a way that can identify you. Any information you provide will be used solely to produce and monitor equal opportunities statistics.

Shortlisting

Applications are forwarded by our recruitment team to the hiring managers to select for shortlisting.

Interview

Candidates shortlisted and invited to attend an interview and where required asked to undertake some form of written test or assessment to evaluate suitability for the post. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information is held by us.

If you are invited to interview you will be asked to bring with you the following original documents, which we will take copies of:

• proof of your identity

• proof of your qualifications

If you are unsuccessful after assessment for the role, we will keep your information for up to six months after which your data is securely destroyed. The information is kept by our recruitment team for the purpose of handling enquiries from you about the recruitment process. You may also be contacted in the event that a vacancy subsequently becomes available and you are identified as a potential match.

Conditional offer

If we make a conditional offer of employment, we will use the information you have provided so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to pass your probationary period. We must confirm the identity of our staff and their right to work in the United Kingdom, and seek assurance as to their trustworthiness, integrity and reliability.

For this purpose we will:

* Contact your referees, using the details you provide in your application, directly to obtain references;
* Ask you to complete a questionnaire about your health to establish your fitness to work.
* Request your bank details – to process salary payments
* Request a digital image of you to produce a staff identification card
* Request emergency next of kin contact details – so we know who to contact in case you have an emergency at work
* Request details of previous membership of an NHS Pension

How long is the information kept for?

Information on unsuccessful candidates will be kept for up to six months after the end of the recruitment cycle.

However as a member of Devon Doctors staff the information collected during the recruitment process will form part of your HR staff record and will be held by us for the duration of your employment and then for up to six years after your employment ends.

How we make decisions about recruitment

Final recruitment decisions are made by hiring managers in consultation with our recruitment team. We take account of all the information gathered during the application process.

You can ask about decisions on your application by speaking to your contact in our recruitment team or by emailing ddooh.hr@nhs.net.

Your rights

Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process. You can read more about your right [here](https://ico.org.uk/your-data-matters/your-right-of-access/).

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies. You can read more about your rights [here](https://ico.org.uk/your-data-matters/your-right-to-get-your-data-corrected/).

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances. You can read more about your right [here](https://ico.org.uk/your-data-matters/your-right-to-get-your-data-deleted/).

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances. You can read more about your rights [here](https://ico.org.uk/your-data-matters/your-right-to-limit-how-organisations-use-your-data/).

Your right to object to processing

You have the right to object to processing if we are able to process your information because the process forms part of our public tasks, or is in our legitimate interests. You can read more about your rights [here](https://ico.org.uk/your-data-matters/the-right-to-object-to-the-use-of-your-data/).

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated. You can read more about your rights [here](https://ico.org.uk/your-data-matters/your-right-to-data-portability/).

You will not normally be required to pay any charge for exercising your rights. We have one month to respond to you.

Please contact us at ddooh.hr@nhs.net if you wish to make a request or if you are in anyway unhappy about how your data was used during the recruitment process.

Do we obtain information from other sources?

Yes we do. For instance:

we use NHS Jobs to advertise all our vacancies and they collect information which is then passed on to us. Their privacy notice can be found [here](https://www.jobs.nhs.uk/privacy.html);

we obtain information about you from the referees you have provided as part of the application process. We will only request these if we make conditional offers unless you give your consent to contact them prior to that stage; and

we procure services from **NHS Hospital Plymouth NHS Trust** to provide our Occupational Health service. Where it is deemed that it is required we’ll send you a link to the questionnaire on the provider’s website. The information you provide will be held by provider, who will give us a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, this could affect your job offer. The link to the provider’s privacy notice can be found [here](https://www.plymouthhospitals.nhs.uk/your-personal-info).

Who are the recipients of the information you provide us with

Your details will be provided to **NHS Pensions,** who is the administrator of the occupational pension scheme, of which we are a member organisation. You will be auto-enrolled into the pension scheme and the details provided to the pension administrator will be your name, date of birth, National Insurance number and salary. Your bank details will not be passed to the pension administrator at this time.

Where it is a requirement for the role your email address we’ll be passed to our Disclosure and Barring Service provider, Atlantic Data, who will contact you in order to complete an application for an enhanced DBS check. The link to the provider’s privacy notice can be found [here](http://www.atlanticdata.co.uk/files/Privacy_and_Security_Policy.pdf)

**Sending data outside of the European Economic Area [EEA]**

We do not send any personal data outside the EEA. However in the event that this is required we would only do it with your explicit consent.

**Data Protection Officer**

Devon Doctors Group has appointed a Data Protection Officer and they can be contacted at ddooh.irm@nhs.net or by post: Data Protection Officer, Devon Doctors Ltd, Unit 10, Manaton Court, Manaton Close, Matford, Exeter EX2 8PF.