

The Surgery

9 Glanville Drive,

Hornchurch, Essex RM11 3SZ

Recruitment Privacy Notice

This Privacy Notice explains how The Surgery collects, uses, and protects your personal data during the recruitment and selection process. As a GP practice, we are committed to protecting the privacy and security of your personal information in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Information We Collect

- Personal Details: Name, title, address, telephone number, and personal email address.
- Application Data: CVs, covering letters, and application forms (including data imported from NHS Jobs).
- Professional History: Employment history, qualifications, professional registrations (GMC, NMC, etc.), and references.
- Assessment Data: Interview notes, results of any practical tests, and psychometric testing.
- Special Category Data: Equal opportunities monitoring information (e.g., ethnicity, health conditions) and criminal record checks (DBS) where required for the role.

2. Why We Process Your Data

- To manage the recruitment process: To assess your suitability for the role and make informed hiring decisions.
- Legal Obligations: To verify your right to work in the UK and satisfy NHS regulatory requirements.
- Contractual Necessity: To take steps at your request before entering into an employment contract.

3. How Data is Shared

- Your information will be shared internally with the GP Partners, Practice Manager, and the interview panel. We do not share your data with third parties unless your application is successful and we require professional references or a DBS check.

4. Data Retention

- Unsuccessful applications: We will hold your data for 12 months after the end of the recruitment process.
- Successful applications: Your data will be transferred to your personnel file and kept for the duration of your employment plus the statutory retention period.

5. Your Rights

- You have the right to access your data, request correction of inaccuracies, or ask for your data to be deleted (where we have no legal right to keep it). You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Contact Us

For any questions regarding this notice or to exercise your rights, please contact:

Practice Manager
The Surgery
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