**PRIVACY NOTICE FOR JOB APPLICANTS**

Coulby Medical Practice is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during the recruitment process, in accordance with the General Data Protection (GDPR).

**1. Data Controller**

Coulby Medical Practice is the data controller and is responsible for your personal data.

**2. What Information Do We Collect?**

* We collect a range of information about you, including:
* Your name, address and contact details, including email address and telephone number.
* Details of your qualifications, skills, experience, and employment history.
* Information about your current level of renumeration, including benefit entitlements
* Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
* Information about your entitlement to work in the UK.

**3. How Do We Collect Your Information?**

We collect this information in a variety of ways. For example, data might be contained in application forms, CVs, or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

**4. Why Do We Process Personal Data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

**5. Who Has Access to Your Data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes member of the Management team, interviewers involved in the recruitment process, Admin staff if access to the data is necessary for the performance of their roles.

**6. How Do We Protect Your Data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**7. How Long Do We Keep Your Data?**

If your application for employment is unsuccessful, we will hold your data on file for 1 year after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

**8. Your Rights**

As a data subject, you have a number of rights. You can:

* Access and obtain a copy of your data on request.
* Require the organisation to change incorrect or incomplete data.
* Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purpose of processing.
* Object to the processing of your data where the organisation is relying on its legitimate interests as the legal grounds for processing.

If you would like to exercise any of these rights, please contact either Susan Suggett / Sarah Richardson

**9. Changes to This Privacy Notice**

We reserve the right to update this Privacy Notice at any time, and we will provide you with a new privacy notice when we make any substantial updates.