

Data controller: Birmingham Hospice (trading name) / The Hospice Charity Partnership (organisation name), 176 Raddlebarn Road, Selly Park, Birmingham, B29 7DA

As part of our recruitment process, the hospice collects and processes personal data relating to job applicants. The hospice is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the hospice collect?

The hospice collects a range of information about you. This includes:

- 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 remuneration
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

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

The hospice will also collect personal data about you from third parties, such as references supplied by former employer's information from employment background check providers and information from criminal records checks. The hospice will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the hospice process personal data?

The hospice needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the hospice needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The hospice has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the hospice to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The hospice may also need to process data from job applicants to respond to and defend against legal claims.

The hospice processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations

and exercise specific rights in relation to employment. Health information is also processed for the purpose of ensuring appropriate immunisations are in place.

Where the hospice processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes

For some roles, the hospice is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The hospice will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

How does the hospice protect data?

The hospice takes the security of your data seriously. It has 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. Your information will be held securely within the HR department and will only be accessed by those who have a legitimate reason for obtaining the information.

For how long does the hospice keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that, your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held are included in our Data Retention Periods document; a copy of this is available from the HR department.

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 hospice to change incorrect or incomplete data;
- require the hospice to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the hospice is relying on its legitimate interests as the legal ground for processing; and
- ask the hospice to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR department.

If you believe that the hospice has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.