



# Recruitment Privacy Notice

This privacy notice tells you what to expect when KFM collect personal information from you in relation to recruitment and employment.

## Information we collect for our *recruitment & selection* process

### Applications

We use an Applicant Tracking System (hireful) our recruitment process. KFM is the data controller for your application within this system and all the information you provide to us during the process, however hireful are also a Data Processor.

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our HR team and the recruiting manager for the vacancy will have access to this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our HR team, including hiring managers, in any way which could identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary. The information we ask for is used to assess your suitability for employment. You do not have to provide what we ask for but it might affect your application if you don't.

### Assessments & Selection

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. 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 KFM, however on occasion some screening and testing may be administered by a third party. If this is the case we may need to pass on certain information such as your name and email address. Any processing of this nature is carried out in line with our data protection policy.

If you are unsuccessful following assessment or interview, we will retain your application and any assessment documentation for a maximum period of 12 months.

# Information we collect to administer your *Employment*

## **Offer of Employment**

If we make a conditional offer of employment to you; we will ask you for information so that we can carry out pre-employment checks.

You must successfully complete pre-employment checks to progress to a confirmed offer of employment.

We are required to confirm the identity of our staff and their right to work in the United Kingdom. You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- Any relevant convictions or cautions

We will contact your referees directly, using the details you provide in your application, to obtain all required references. We will always wait for confirmation from you that we can request references from your referees.

## **Occupational Health**

We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work. This is administered by our external Occupational Health Provider who will provide us with confirmation that you are fit to work or a report with recommendations. You are able to request to see the report before it is sent to us.

## **Commencing Employment**

Our Code of Conduct requires all staff to declare if they have any potential conflicts of interests. If you complete a declaration, the information will be held on your personnel file.

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work

## What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements including:

- Staff administration and management (including payroll and performance)
- Pensions administration
- Business management and planning
- Accounting and Auditing
- Accounts and records
- Crime prevention and prosecution of offenders
- Education
- Health administration and services
- Information and databank administration
- Sharing and matching of personal information for national fraud initiatives undertaken by the NHS, using the ESR HR & Payroll Database

We have a legal basis to process this as part of your contract of employment (either permanent or temporary) or as part of our recruitment processes following data protection and employment legislation. We will not share any of the information you provide with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

### **Electronic Staff Record**

On commencement of employment with us, your personal data will be uploaded to the Electronic Staff Record (ESR). ESR is an HR & Payroll database which is used to support effective management of our workforce.

### **How long is the information retained for?**

If you are successful during the recruitment process and then employed by us, we will store your information as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

## Who do we share information with?

We may share your data with external agencies as part of our legal obligations to aid an investigation and may not inform you of this. These agencies could include Police, HMRC, Court, Professional bodies and CQC.

## Can I see the information you hold about me?

Data Protection laws gives you rights in respect of the personal information that we hold about you. These are:

- To be informed why, where and how we use your information.
- To ask for access to your information.
- To ask for your information to be corrected if it is inaccurate or incomplete.
- To ask for your information to be deleted or removed where there is no need for us to continue processing it.
- To ask us to restrict the use of your information.
- To ask us to copy or transfer your information from one IT system to another in a safe and secure way, without impacting the quality of the information.
- To object to how your information is used.
- To challenge any decisions made without human intervention (automated decision making)

The right of access to this information is referred to as Subject Access Request (SAR). If you wish to exercise this right

- as an applicant you should contact the KFM recruitment contact listed on the NHS Jobs website [here](#).
- as an employee, please contact the Human Resources team.