

## Privacy Notice – Recruitment of Staff and Volunteers

This document sets out what information Springhill House (Accrington) Limited t/a Springhill Care Home collects from prospective employees, how it uses the information, how it protects the information and your rights.

Springhill House (Accrington) Limited t/a Springhill Care Home is committed to ensuring your privacy is protected in accordance with Data Protection Standards.

Springhill House (Accrington) Limited t/a Springhill Care Home is using the following definition for Personal Data:

Personal data	Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts. <i>Personal data we gather may include: individuals' contact details, educational background, financial/credit worthiness and pay details, details of certificates and diplomas, education and skills, marital job title, and CV.</i>
Sensitive personal data	<i>Personal data about an individual's marital status, nationality, racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings—any use of sensitive personal data will only ever be carried out with the express permission of the individual.</i>

Springhill House (Accrington) Limited t/a Springhill Care Home may change this policy from time to time by updating this page. This policy is effective from 1<sup>st</sup> May 2018 but we ask you to check this page from time to time. Any updates or changes to the use of your personal data will be advised to you, prior to that change of use.

### What this Privacy Notices relates to

This Privacy Notice relates to our Recruitment and HR Processes

### Who We Are?

Springhill House (Accrington) Limited, 11 Cannon Street, Accrington, Lancashire, BB5 1NJ, United Kingdom

### Contact Us

On-Line: <https://www.springhillcare.com>

Email: [info@springhillcare.com](mailto:info@springhillcare.com)

Phone: 01254 304500

Post: Springhill House (Accrington) Limited, 11 Cannon Street, Accrington, Lancashire, BB5 1NJ, United Kingdom

## **Our General Privacy Policy**

This Privacy Policy relates to the specific activity identified above, however our general Privacy Policy is available on the privacy policies page of our website.

## **Your Rights**

A copy of 'your rights' is available on the privacy policies page of our website.

## **What Personal Data are we collecting?**

To ensure that we can process your application to work with us, we will be collecting and processing the following information:

- Your full name, address and contact details and national insurance number.
- Identification and legal status to work in the UK.
- Present and previous employers including reason for leaving.
- Referees who can be contacted for a reference.
- Education qualifications, training and certifications including NMC PIN numbers.
- If you have you ever been dismissed or asked to resign from any employment.
- Any other information that you provide in your CV or written application – which we have no control over.

## **Are we likely to need any Sensitive Personal Data?**

Our application form asks that you provide the following information:

- If you have been referred to the 'Protection of Vulnerable Adults' register.
- If you have any unspent convictions and if you have any pending prosecutions.
- If you have you been subject to a safeguarding referral and if you have you been barred from working with adults or children.

If your application is successful, you will be offered conditional employment, we will then carry out the following checks:

- If your application is successful, we are required by law to obtain a Disclosure and Baring Service Enhanced Certificate (DBS) which will provide you with a record of all spent and unspent convictions, cautions, reprimands and final warnings held on police file. This check also includes whether you are barred from working with adults or children. Employment will be subject to satisfactory checks. At this stage you will be required to provide places of residence in the last five years. To enable us to process your DBS application we will require documentation as set out in appendix 1.

- If your application is successful you will be asked to provide information on any specific health issues that you may be required to disclose depending on the nature of the role you are applying for. In some cases this will include information about communicable diseases to ensure that we can protect staff and our residents against depending on the nature of your role. We will only ask for this information if it is necessary and you will be made aware of this.
- We will seek references from your referees as provided by you, this reference will include information relating to your present or previous employment.

### **Why we need this information?**

We need this information to enable us to assess you against the criteria we set for each role, in order that we can shortlist candidates for final interview and to progress to a conditional offer of employment.

Please also refer to the legal basis for processing, set out below.

### **What is the legal basis of processing?**

In order to protect vulnerable groups, there are a number of posts that are exempt from the provisions of the Rehab of Offenders Act 1974 (exceptions) order 1975 as amended by the amendment order 1986. Applicants applying for posts that involve contact with any resident must declare whether they have any spent or unspent convictions. This information is given in confidence and will be considered in relation to the post you are applying for.

We will only ask for information relevant to the role we are recruiting for and subsequent processing such reference checks, qualification/certification checks will only be carried out where it is appropriate or where we are legally obliged to as part of our industry compliance requirements. Unless such activity is part of the general application processing. You will be informed of any processing or sharing of data before it is shared.

The legal basis of processing your Personal Information is CONSENT, which you have the right to withdraw at any time, through withdrawing consent, however, withdrawing consent from processing your personal information may result in us being unable to consider your application any further.

### **How do I withdraw consent or change my preferences?**

You can withdraw your consent at any time by:

1. Informing the Human Resource team.
2. By contacting us letting us know what you would like to change.

Be aware that withdrawing your consent may mean that your application cannot be processed any further. If we have already shared your data with a third-party, we will make them aware that you have withdrawn your consent.

### **What decisions are going to be made using my Personal Data?**

Each role within the organisation is clearly defined by way of skill, experience, knowledge, qualification requirements etc. Additionally, some roles also have specific requirements in relation to fitness and health status depending on the nature of the role. Roles involving the care or

monitoring of vulnerable adults or children will also require criminal records checks, which we are required to do under law as part of our duty of care towards them.

### **Is there any automated decision-making being applied to my Personal Data?**

There is no automated decision-making being made using your Personal Data.

### **Will my information be shared with any third-parties?**

We may share your data with the following third-parties:

1. Immigration Services to ensure that you have the right to work in the UK and/or correct visa requirements – this is based on our requirement to comply with the law surrounding recruitment.
2. Police and Criminal Records Bureau E.g. Disclosure and Baring Service check.
3. References – as provided by you based on our legitimate interest.
4. Medical Examiner – where we may require you to undertake a medical, hearing test, etc. or where your condition may require us to obtain independent medical advice relative to the role you have applied for. This may be both based on our legitimate interest but also, depending on the role, to protect you and/or other members of staff or our clients.

You will be informed if your data is going to be shared with any third-party before we undertake that activity.

### **Third-party introductions / Job Sites**

Where you have submitted your application through a third-party e.g. Recruitment Agency, Job Search Site etc. you will have provided your Personal Data to those services and you need to ensure you are satisfied with the measures they are taking with your data, as we cannot be held responsible.

In the event that we obtain your personal data via one of these sources, we will notify you of this in the initial correspondence with you, to ensure you know from where we obtained your data and confirm your true interest in a role with us. However, you must be aware that those sources may still have your data irrespective of any processing we undertake or the success of your application with us.

### **What safeguards are in place to protect my Personal Data?**

Springhill House (Accrington) Limited operates a Security By Design and By Default methodology that means we are continually checking the security, both new and current. This enables us to adhere to the Privacy By Default and By Design principles.

We will not change the use of your Personal Data in respect of this policy or share your data with a third party (other than those outlined above), without obtaining your explicit consent.

### **Retention Period**

Please see our Retention Policy for details of our retention periods, but in relation to job applications, unless you object we will store your data for the following period:

1. If you are not shortlisted for interview, your information will be destroyed within 30 days.
2. If you are shortlisted for interview, your information will be retained for 6 months.
3. If you are successfully appointed, your information will remain as part of your employment file for as long as you are employed by the company, as part of your contract of employment. Subsequent retention will be detailed in the Privacy Policy.

If you do not wish us to retain your data, in the case of items 1 & 2 above, then you have the right to be forgotten (see your rights here) and we will at your request destroy your data.

## **Security**

Springhill House (Accrington) Limited operates a Privacy By Design and By Default policy. This means that before we use your data we have already considered the potential impact on you were your data to be lost, stolen, shared or compromised.

We undertake routine reviews of our processes and security policies to ensure that we can take all reasonable precautions in protecting your data.

Where at all possible we encrypt all information that is either stored or transmitted to third-parties. Where data is stored or transmitted to a Third Country (any country outside of the European Economic Area (EEA)) we will ensure appropriate adequate protection is in place in accordance with Data Protection Legislation.

Consequently, we may also need to sometimes undertake further security and screening questions when undertaking our routine dealings with you these are there to protect your personal data and security.

Whilst we undertake all reasonable precautions, encryption, software updates and patches, we cannot guarantee the safety of data transmitted over the internet.

## **Appendix 1. DBS Documents Required**

**3 or more original documents must be presented**

**1 or more from group 1, the rest from group 2**

**Please note that we cannot process your DBS application without these documents which will delay your recruitment process.**

### **Group one documents**

Any current and valid passport

Bio-metric UK residence permit

UK birth certificate – issued within 12 months of birth

Current photo card driving licence (full or provisional) – UK, Isle of Man, Channel Islands and EU

Adoption certificate

### **Group two documents**

Entitlement document from government - UK

Bank statement (**Dated within the last 3 months**)

Benefit statement

Birth certificate – issued after birth

Card with pass accreditation logo - UK

Council tax bill (**Dated within the last 12 months**)

Credit card statement (**Dated within the last 3 months**)

EU national ID card

Financial statement

Fire arms licence

HM Forces ID card

Letterhead from teacher/principle – UK

Mortgage statement

Non UK photo driving licence

P45/P60 statement

UK marriage/civil partnership certificate

Utility bill – gas/electricity/landline phone or water (**Dated within the last 3 months**)

Work permit/visa – UK