

Privacy Notice for Job Applicants and Employment (Current, former staff and applicants), Volunteering and Training Records

Introduction

This privacy notice is intended to let you know how and why we use the data you provide to us. You don't need to do anything, but please read this document carefully. We also may update this notice from time to time, so please make sure you are familiar with the content and check it regularly.

This notice sets out in more detail how we process personal information about prospective, current and former staff, including applicants, employees (and former employees, temporary staff, including agency, contracted staff and bank), volunteers, trainees and students, and those carrying out work experience.

What data do we collect about you?

The personal data we collect and process in relation to employment, volunteering and training is provided to us by individuals at the point of application for a role at St Catherine's Hospice or by the agency where we engage agency staff.

We collect personal data about you for employment purposes, with the aim of meeting the regulatory and contractual obligations to enable us to carry out our duties as an employer.

In order to carry out our activities and obligations as an employer, the personal data we collect and handle in relation to this may include some of the following:

- Contact details (names, addresses, telephone/mobile number(s), email addresses, emergency contact(s))
- Personal Demographics (including gender, age, race, ethnicity, sexual orientation, religion)
- Employment records including professional memberships, references and proof of ID/eligibility to work in the UK and security checks (DBS certificate number and date of issue)
- Offences (including alleged offences, criminal proceedings, outcomes and sentences)
- Bank Details, National Insurance Number, Photo images, Vehicle Details including registration documents, insurance and MOT certificates
- Medical Information including physical health and mental health conditions, immunization status & occupational health information
- Copies of qualifications and professional registration numbers (e.g. GMC, NMC)
- Employment Tribunal applications, complaints, accidents and incidents details
- Information relating to Health and Safety
- Trade Union membership
- Records of your correspondence with us
- Information you may send to us or enter onto our website such as speculative CVs or applications forms

We aim to maintain high standards and adopt best practice for our record keeping. Your information is never collected or sold for direct marketing purposes and it is not processed overseas. We also do not undertake automated decision making such as profiling.

Our records management policy sets out the criteria we use for data retention. We will retain personal data for the minimum period required by legislation or national guidance provided by statutory authorities. When this is no longer required for day to day processing, personal information will be archived either electronically or if in hard copy stored in a secure location and then destroyed when the retention period has ceased.

How we use the data we collect about you?

We use your personal data for a number of purposes including the following:

- To process job enquires and expressions of interest
- To complete our recruitment process
- Staff administration and management including details of your contract of employment, pay and pension, salary sacrifice and keeping records of employment related matters
- Accounting, auditing and records
- Provision of education and training
- Health administration and services
- Crime prevention and prosecution of offender
- To deliver our own services as an employer
- For our own internal administration process
- For statistical purposes appropriate to our services
- To comply with relevant law and regulations

The provision of personal data is therefore part of the contractual requirement, including the fulfillment of an agreement to volunteer or be a trainee/student at St Catherine's Hospice. Failing to provide the personal data required would consequently mean we would be unable to complete your recruitment process and we could not engage you in a contract of employment.

Sharing your information

We are allowed by law to process your data for one or more of the following reasons:

- You have provided consent
- It is necessary for us to be legally compliant

We will not routinely disclose any information about you without your express permission.

We will never share, swap or rent your data to third parties for marketing purposes.

We will only provide authorised parties, for example, HMRC, Health & Safety Executive, Pension Schemes, Edenred (Childcare Vouchers) and occupational health with the data they need to deliver relevant services.

Updating your personal data

We want to ensure that your data is accurate and up to date. Please let us know if your details change or need to be updated by contacting us at:

HR Department
St Catherine's Hospice
Malthouse Road
Crawley
West Sussex
RH10 6BH

You have the right under the Data Protection Act 2018 to ask to:

- Request access to your personal data by making a Subject Access Request
- Amend incorrect or out-of-date data
- Erase data if it is no longer necessary to hold for its original purpose
- Restrict the processing of data that you cannot delete (e.g. retained for legal obligations) so we cannot process it for other purposes
- Object to processing data where this is justified
- Make a complaint to the ICO

Should you wish to lodge a complaint about the use of your information, details of our complaint policy can be found on the here <https://www.stch.org.uk/about-us/complaints-policy/>

Contacting us and complaints

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to privacy@stch.org.uk or St Catherine's Hospice, Malthouse Road, Crawley, West Sussex, RH10 6BH.

You also have the right to complain to the Information Commissioner's Office (ICO) if you believe we have not handled your request in an appropriate manner. For information on contacting the ICO please see their [website](#).

St Catherine's Hospice full Privacy Policy can be read online at <https://www.stch.org.uk/privacy-statement/>