



General Data Protection Regulations (GDPR) – information for job applicants

In May 2018 the law changed around how organisations record, store and use individuals' personal data.

As an organisation we need to collect and hold data about you to enable us to process your job application.

The GDPR laws places an obligation for employers to tell their job applicants in more detail why we collect your data, what we do with it, and how long we expect to retain it.

We wish to make you aware about the data that we may hold about you as it provides you with a better understanding of how we will use your data.

We are not planning to transfer your data outside the EEA.

The data we wish to obtain and hold (a range of examples provided, but not limited to)

	Type of data	Why we wish to hold it	How long it will be kept for
1	Recruitment data Previous employers Types of job held at other companies Previous salaries Skills and qualifications obtained	This will allow us to make a decision on your suitability for employment/engagement It will help us to decide which dept. you may be most suitable in	Data obtained during recruitment will only be kept until either your application has been declined and then destroyed after 6 months if a job offer is made a comprehensive employee privacy notice and consent form will be issued
2	Ethnic monitoring data Data relating to your racial origin, religion, gender, sexual orientation, etc that are classed as protected characteristics under the Equality Act 2010	We use this data to understand the ethnic make- up of our workforce and job applicants and it allows us to inform our recruitment process if we believe we do not have the correct diversity	This data will be kept for the duration of this round of applications and will be anonymised and stored for 4 years afterwards.

As an individual you can:

- ask to see this data to check its accuracy at any time via a subject access request (SAR).
- ask for a copy of your personal data held about you at any time, and this request is free of charge.
- request that data that is no longer required to be held, can be removed from your file and destroyed.
- expect your application form with your data to be destroyed after 6 months.
- contact the Data Protection Officer for the hospice for our Company at any time. The e-mail address is DPO@stelizabethhospice.org.uk
- make a complaint to the government body in charge (Information Commissioner's Office at www ICO.org.uk if you are unsatisfied with how your data has been used