Processing your Data

The below information is given in line with the new European framework for data protection laws – GDPR – General Data Protection Regulation. This replaces the previous 1995 data protection directive.

We take our obligation to preserve, protect and manage confidential and personal information seriously, respect for individuals’ personal data is critical to the Recruitment process. This information sheet explains how we use the personal information we collect about you in the course of the recruitment process.

Additional information regarding this can be found within the NHS Jobs Privacy Statement and Acceptable Use Policy both available on the NHS Jobs Home Page www.jobs.nhs.uk and East Cheshire NHS Trust Privacy Notice for Staff available on request by contacting the Recruitment Team using the contact details below.

Why we collect data?
The data we collect from you is obtained for a specific, explicit and legitimate purpose and is limited to what is necessary to carry out a safe compliant Recruitment process. This is to ensure we meet national recruitment safe practice guidelines, NHS Employers Check Standards and Home Office and DBS policy.

How your data will be used / processed?
The data you provide will be used for the purposes of your consideration and appointment (where applicable) to a position with East Cheshire NHS Trust.

NHS Jobs has an interface to the Electronic Staff Record System (ESR) which is a payroll and human resources system used by East Cheshire NHS Trust. If you are successful in obtaining a position at East Cheshire NHS Trust the data you submit to NHS Jobs will be transferred to ESR for the purposes of: establishing the human resources and payroll record; completing the recruitment process or parts of the process on ESR; or for reporting purposes such as equal opportunity monitoring.

No automated decisions, such as computerised candidate shortlisting, are made on the basis of the information we collect.

Who it will be shared with?
Your data will be shared with only those who are concerned with the recruitment process where appropriate at the different stages of the recruitment process including shortlisting, interview, pre-employment checks and on boarding.

Third Parties
We may also provide information to third party service providers who process information on our behalf. This is to process certain pre-employment checks such as occupational health and DBS checks we required. As part of our agreements with them, these third parties are required to process such data securely under the General Data Protection Regulation.

We may sometimes be required to disclose information about you to third parties, under a legal requirement. We will act responsibly and take account, where possible, of your interests when responding to these requests.

If you are concerned about these arrangements to disclose or share personal data with third parties, please contact us using the contact details below.
**Information about others**
If you provide us with information about other individuals, for example details of a referee or personal contact, you must ensure they've agreed to this.

**Retaining your records**
We retain your personal data in line with the Records Management Code of Practice for Health and Social Care 2016.

**How can you update information if you have already submitted your application?**
Please contact the Recruitment Team at East Cheshire Trust should you need to update your personal details on [ecn-tr.recruitment@nhs.net](mailto:ecn-tr.recruitment@nhs.net)

**What do you do with my data if I am unsuccessful or withdraw from a position following interview and conditional offer?**
If you are unsuccessful and or withdraw from a position following interview or a conditional offer being made, all copies of personal I.D and or sensitive Occupational Health information will be confidentially destroyed. All other information will be stored in line with the Records Management Code of Practice for Health and Social Care 2016.

**What will you do with my Equality and Diversity information?**
Under the terms of the Equality Act 2010 all Public Sector Employers, including the NHS, are obliged to ensure that employees are not discriminated against, harassed or victimised on the grounds of a number of Protected Characteristics.

Equality and Diversity information for employee’s is retained with ESR, this enables the recording and reporting of data to help organisations demonstrate compliance with equality legislation. It also assists in comparing the experiences of staff in the Workforce Race Equality Standard (WRES) and Workforce Disability Equality Standard (WDES), and in determining action where necessary.

**Contacting us**
If you have any questions please contact us at:

Recruitment Team, HR Services
East Cheshire NHS Trust
Macclesfield District General Hospital
Victoria Road
Macclesfield
SK10 3BL

Tel: 01625 656510
Email: [ecn-tr.recruitment@nhs.net](mailto:ecn-tr.recruitment@nhs.net)