



# Recruitment records

## Privacy Notice

### Data Protection Statement

Young Epilepsy endeavours to meet the highest standards when collecting and using personal information. We are committed to upholding the standards and regulations embodied in the General Data Protection Regulation (GDPR). Personal data will therefore at all times be:-

- ✓ Processed lawfully, fairly and in a transparent manner;
- ✓ Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- ✓ Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- ✓ Accurate and, where necessary, kept up to date;
- ✓ Kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; and
- ✓ Processed in a manner that ensures appropriate security.

Young Epilepsy will furthermore:-

- ✓ Be responsible for, and be able to demonstrate compliance with the GDPR.

Young Epilepsy holds personal data<sup>1</sup> & special categories of personal data<sup>2</sup> on both computerised, digital and hard copy filing systems, such as iTrent and the paper records maintained by the HR team. The information is held in a confidential manner with limited access, in accordance with the General Data Protection Regulation.

We are committed to ensuring that personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect.

Information will not ordinarily be processed overseas unless there is a specific request for us to do so, such as a need to send staff information to an individual or organisation in another country. If information is to be sent overseas then this will be done in accordance with the General Data Protection Regulation and under the guidance of the Information Governance Manager and the IT department. The manner in which this will occur will be discussed with you prior to information being sent overseas.

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<sup>1</sup> Personal data is any information relating to an identified or identifiable natural person ('data subject')

<sup>2</sup> Special categories of personal data are personal data that reveal an individual's: racial or ethnic origin; political opinions; religious or philosophical beliefs; trade union membership; It is also: the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person; data concerning health; or data concerning a natural person's sex life or sexual orientation

Young Epilepsy is registered with the Information Commissioner's Office under our legal name of the National Centre for Young People with Epilepsy. Our registration number is Z5611618.

### **Caldicott Principles statement**

At Young Epilepsy, we apply the Caldicott Principles, so that every flow of staff identifiable information is regularly justified and routinely tested against the principles developed in the Caldicott Report.

Principle 1	Justify the purpose(s) for using confidential information
Principle 2	Only use it when absolutely necessary
Principle 3	Use the minimum that is required
Principle 4	Access should be on a strict need-to-know basis
Principle 5	Everyone must understand his or her responsibilities
Principle 6	Understand and comply with the law
Principle 7	The duty to share information can be as important as the duty to protect patient confidentiality

### **Individual Rights**

Under the General Data Protection Regulation you have the right to:

- Be informed (the purpose of this Privacy Notice);
- Access your information;
- Rectify inaccurate or incomplete data;
- Request the erasure of your information;
- Restrict how your data is processed; and
- To object to the use of your information.

There are two additional rights with regard to automated decision making and data portability. With regard to these Young Epilepsy will not use staff information for automated decision making or profiling and will not undertake data portability.

Should you wish to exercise any of these rights or wish to discuss any concerns or queries please contact the Data Protection Officer either through the main switchboard on 01342 832243 or by emailing [dpo@youngepilepsy.org.uk](mailto:dpo@youngepilepsy.org.uk).

Please note that should you be unhappy about the way we implement data protection you have the right to lodge a complaint with the Information Commissioner's Office.

## **Recruitment records kept by Young Epilepsy.**

### Information kept

During the recruitment process, Young Epilepsy will process information about prospective employees as part of the normal recruitment and selection process. These records will include but are not limited to:-

- Application forms;
- Shortlisting and interview documents;
- References;
- Pre-employment health forms;; and
- Any correspondence between you and Young Epilepsy.

This may be comprised of personal data and special categories of personal data, such as information about health.

### Use

The information will primarily be used for management and administrative purposes to assess your suitability for a role. Information provided about gender, race or ethnic origin, religious beliefs and disabilities may be used, for monitoring purposes.

### Source of the data

You will have provided some of this information, but some may also be obtained from other people or organisations, for example, former employers or referees.

### Sharing information

The recruitment records will be shared internally with the Interviewing Panel, management teams and the HR department.

### Records retention

Recruitment records on prospective employees are held for a period of 6 months. If you securing a job, the recruitment records will pass to the HR Department and will be held under the conditions detailed in the HR retention schedule and Staff Records privacy notice.

### Consent

If you provide us with information, we will consider that we have your explicit consent to collect, use and share it in accordance with this privacy notice.