

## Information for Human Resources - recruitment

<b>Purpose</b>	The CCG will process information provided by applicants for the management of their application and the subsequent selection process.
<b>Type of information Used</b>	Anonymous – for shortlisting and selection purposes Identifiable: Personal such as name, address, date of birth etc.) - following the short-listing process
<b>Legal basis</b>	Article 6 – 6(1)(c) ‘...necessary for compliance with a legal obligation...’ For criminal conviction information (obtained via the Disclosure and Barring Service (DBS)) processing meets the requirements of Article 10 of the GDPR under Schedule 1, Part 1 of the Data Protection Act 2018 - processing in connection with employment, health and research - Processing necessary for the purposes of performing or exercising obligations or rights of the controller or the data subject under employment law, social security law or the law relating to social protection. Relevant legislation: the provisions of the Safeguarding Vulnerable Groups Act 2006 as a basis for carrying out our DBS checks.
<b>How we collect (the source) and use the information</b>	The recruitment process involves passing details provided by you on your application regarding your qualifications, skills and work experience, (but excluding your name, address and other personal data) to the short-listing and selection panels. After shortlisting full details provided by you on your application form will be provided to the interview panel. Details provided by you are also used to help fulfil our obligations to monitor equality and diversity within the organisation and process your application.
<b>How long we will keep the information</b>	Unsuccessful - Completion of recruitment process plus 6 months. *see specific reference to DBS.  Successful – Transferred to the staff record; local copies should be destroyed once the recruitment process is complete
<b>Who we will share the information with (recipients)</b>	This data will not be shared outside the CCG