

## HQIP Candidate Recruitment Privacy notice

### 1. Introduction

Healthcare Quality Improvement Partnership is a "controller" in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. You are being provided a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

This privacy notice describes how we collect and use personal information about you during and after your working relationship with us, in accordance with applicable Data Protection Legislation.

### 2. Data Protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### 3. The kinds of information we may process about you

In connection with your application for work with us, we may collect, store, and use the following categories of personal information about you:

- The information you have provided to us in any curriculum vitae and covering letter.
- The information you have provided on our Application Form, Employees Equality, Diversity and Inclusion (EDI) Monitoring Form and Declaration of Interest Form including name, title, address, telephone number, personal email address, gender, employment history, education history, qualifications, references, current role, eligibility to work in the UK, personal interests.
- Any other information you provide to us during an interview.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition or disability, health and sickness records, as well as special requirements.

- Information about criminal convictions and offences.

#### **4. How your information is collected**

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agency if you are applying for a temporary position with us: Excel Recruitment [Home - Excel Recruitment \(xlrecruit.com\)](https://www.xlrecruit.com).
- Your named referees, from whom we collect the following categories of data: dates of employment, performance management or disciplinary action taken against you in the last 12 months, professional and personal skills and information on your health and/or disability relevant to the post.

#### **5. How we will use the information about you**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to process this information to decide whether to appoint you to the role.

We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your CV and your application form we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role.

If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role.

If we decide to offer you the role, we will then take up references and carry out a criminal record check (if required under Section 7 below) before confirming your appointment.

#### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **6. How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting in accordance with any governing legislation.

## **7. Information about criminal convictions (in limited circumstances)**

We will collect information about your unspent criminal convictions if we would like to offer you the role of Chief Executive Officer or Head of Finance (conditional on checks and any other conditions, such as references, being satisfactory). In particular:

- We are an equal opportunity employer, including the rehabilitation of offenders who can demonstrate their ability to undertake the role. We ensure that applicants who have relevant criminal convictions to declare are treated consistently and equitably and in accordance with the Rehabilitation of Offenders Act 1974.
- Whilst promoting equal opportunity, we have a responsibility to reduce the risk of harm or injury, caused by criminal behavior, to its staff and visitors, and the vulnerable people with whom HQIP come into contact due to the nature of their work.
- We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

## **8. Automated Decision-Making**

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

## **9. Sharing your data**

Why might you share my personal information with third parties?

We will only share your personal information with third parties for the purposes of processing your application. All our third-party service providers (eg HR and recruitment agencies performing background checks on candidates on our behalf), and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## 10. Data Security

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Additionally, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## 11. Data Retention

### How long will you use my information for?

Any unsuccessful job applications and CVs are retained for 1 year after you apply or following your interview. Any successful employee applications and CVs are retained for 6 years from the date of leaving employment with HQIP. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy and/or applicable laws and regulations.

## 12. Your rights

It is important that the personal information we hold about you is accurate and up to date. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a data subject access request). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us to continue to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.

- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you want to review, verify, correct or request erasure of your personal information, or object to the processing of your personal data please contact the Data Protection Officer by emailing [Data.Protection@hqip.org.uk](mailto:Data.Protection@hqip.org.uk).

### **13. What should you do if you have any questions or complaints?**

We have appointed a Data Protection Officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact us at [Data.Protection@hqip.org.uk](mailto:Data.Protection@hqip.org.uk).

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO). You can do this by contacting them on their helpline 0303 123 1113 or by visiting their website at <https://ico.org.uk/>.