

Elmwood Family Doctors

Recruitment Privacy Policy



Our contact details

Name: Elmwood Family Doctors

Address: Huddersfield Road, Holmfirth, HD9 3TR

Phone Number: 01484 943000

The type of personal information we collect

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Educational and professional qualification details
- Employment history
- Referees identifiers & contact details
- Equality & diversity monitoring information
- Safeguarding information as required for the specific role

How we get the personal information and why we have it

The personal information we process is provided to us directly by you for recruitment and selection purposes

We use the information that you have given us in order to shortlist and contact candidates for interview and to support decision making in the selection process.

This information may be gathered for us by NHS Jobs

We do not share this information with other organisations.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent.

You are able to remove your consent at any time. You can do this by contacting the Practice Administrator at the above address.

How we store your personal information

Your information is securely stored on the NHS Jobs website prior to the interview stage.

Interview documentation is kept in a secure location following your interview. Subject to you providing consent at the interview, we keep interview documentation for 6 months. We will then dispose of your information by securely shredding all paper records.

Elmwood Family Doctors

Recruitment Privacy Policy



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Practice Administrator at the above address (under 'Our contact details') if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the Practice administrator at the above address.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>