



Practice
Plus
Group

Privacy notice

Recruitment

General Data Protection
Regulations (GDPR)



At Practice Plus Group, we are proud to be England's **largest independent provider of NHS services**, delivering more than 70 different healthcare services throughout the UK.

Candidates that have applied to us can rest assured that we value your privacy and want you to understand the choices and control you have over your information with Practice Plus Group. We have created this GDPR Privacy notice to help explain those choices and give you that control.

Introduction

The General Data Protection Regulation (GDPR) is European Union (EU) legislation that became directly applicable in EU Member States (e.g. the UK) on 25 May 2018. It is a regulation by which the European Parliament, the Council of the EU and the European Commission intend to strengthen and unify data protection for all individuals within the EU.

The GDPR is designed to replace the existing Data Protection Act 1998 and allow individuals to better control their personal data, as well as enable organisations to think harder about the privacy and controls they have on the data they hold and process about individuals. These modernised and unified rules will allow businesses to make the most of the opportunities and benefit from reinforced consumer trust.

At Practice Plus Group, we are committed to being transparent about how we use your data and keep it safe, and will continue to provide accessible information to individuals in line with the UK Data Protection Regulations outlined in the General Data Protection Regulation (EU) 2016/679. The most common way to provide this information is in a privacy notice.

Purpose of processing personal information

The purpose of Practice Plus Group processing your personal information/data is so we may provide you with an effective service. As a prospective employer, Practice Plus Group collects and uses personal information about you.

The GDPR ensures that we comply with a series of data protection principles. These principles are there to protect you and they make sure that we:

- Process all personal information lawfully, fairly and in a transparent manner.
- Collect personal information for a specified, explicit and legitimate purpose.
- Guarantee that the personal information processed is adequate, relevant and limited to the purposes for which it was collected.
- Ensure the personal information is accurate and up to date.
- Retain your personal information for no longer than is necessary for the purpose(s) for which it was collected.
- Keep your personal information securely using appropriate technical or organisational measures.

Your Information may be used within Practice Plus Group for audit purposes to monitor the quality of our recruitment service and diversity of our applicants.

The lawful basis for the process without consent

As a publically funded NHS provider working under the statutory health and social care organisations guidelines in the delivery of their functions, Practice Plus Group use the following lawful basis for processing your data:

- Article 6 Lawful processing: Article 6(b) ‘...the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract...’

This also includes local administrative purposes such as:

- Activity monitoring
- Local quality audit
- Production of datasets to submit for commissioning purposes and national collections.

We will not share information that identifies you for any reason, unless:

- You ask us to do so
- We ask and you give us specific permission
- We have to do this by law
- We have special permission because we believe that the reasons for sharing are so important that they override our obligation of confidentiality, for example, to prevent someone from being seriously harmed.

Categories of personal data we process

We process personal information relating to identified natural persons so we may deliver a thorough and efficient recruitment process.

We use a combination of working practices and technology to guarantee that your information is kept confidential and secure. Records held by Practice Plus Group may include the following information about you:

- Details such as your address, career history, right to work in the UK, career referees, contact and emergency contact details
- Notes and reports about your application

Information sharing

To make sure that we provide you with an efficient and effective service, we will sometimes need to share your information:

- Between teams within our organisation
- Our Occupational Health providers
- Disclosure and Barring services
- UK Home office for Visa and Immigration purposes
- UK Home office for enhanced checks relating to our Health in Justice services.

Who are our partner organisations?

We may have to share your personal information, subject to strict agreements on how it will be used, with the following organisations:

- Talentlink, our recruitment website provider
- Disclosure and Barring Service
- Professional registration bodies

We will only ever share your information for the purposes of evaluating your application and only when we are satisfied that our partners or suppliers have sufficient measures in place to protect your information in the same way that we do.

Before sharing information we confirm that:

- Privacy Notices are completed with our partners, if appropriate.
- Technical security such as encryption and access controls are in place to keep information secure.
- Information Sharing Agreements are completed showing the rules to be adopted by the various organisations involved in the sharing exercise.
- Data Protection Impact Assessments are completed to assess any risks or potential negative effects to you.
- Common retention periods and deletion arrangements are set for the information we process and share.
- Your access rights are catered for to support you in any request for your data.

Your information will only be shared within the legal basis we have stated and we will never share your information for any other purposes other than for the purposes of evaluating your application.

Transfers and safeguards of your personal data to other countries

Your personal and sensitive data will only be stored and processed on servers based within the European Economic Area (EEA). Your data will only be processed by our staff based within the UK and not beyond the EEA region.

Retention periods

We will only keep your information for as long as it is required to be retained under the statutory limits. The retention period is either dictated by law or by our discretion. Once your information is no longer needed as set out in this Privacy notice it will be securely and confidentially destroyed.

Your rights

You have guaranteed rights under the GDPR which we will uphold at all times.

Your rights are:

- The right to be informed via Privacy notices such as this one.
- The right to free access to any personal information Practice Plus Group holds about you. You are entitled to receive a copy of your personal data – free of charge – and within 1 calendar month of our receipt of your subject access request, provided you have submitted the correct proof of identity details.
- The right of rectification. If you believe your details are incorrect, we are required to correct inaccurate or incomplete data within one month.
- The right to erasure. Ordinarily under GDPR you have the right to have your personal data erased and to prevent processing, however, this right does not apply to GDPR Art 9 – special category data. The processing we conduct is necessary for the purposes of preventative or occupational medicine for medical diagnosis; and for the provision of health and social care systems. Your data is processed by and under the responsibility of healthcare professionals who are subject to a legal obligation of professional secrecy.
- The right to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future.
- The right to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when you request your data.
- The right to object. You can object to your personal data being used for profiling, direct marketing or research purposes.
- You have rights in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

To request a copy of the personal information we hold about you, you must send your request in writing to DATA ACCESS REQUEST, addressed to the Practice Plus Group site where you have received care or treatment.

To help us deal with your request as efficiently as possible, you will need to include:

- Your current name and address
- Proof of identity (a copy of your driving licence, passport or two different utility bills that display your name and address)
- As much detail as possible regarding your request so that we can identify any information we may hold about you, this may need to include your previous name and address, date of birth and what Practice Plus Group services you received.

The right to lodge a complaint

Should you have any concerns about how your information is managed by Practice Plus Group, please contact the Practice Plus Group Caldicott Guardian.

Practice Plus Group Caldicott Guardian, Hawker House, 5-6 Napier Court, Napier Road. Reading, Berkshire, RG1 8BW.

If you are still unhappy following a review by our Caldicott Guardian, you can then complain to the Information Commissioners Office (ICO) via their website (www.ico.gov.uk).

Where personal data comes from

The personal data we hold about you has been submitted to us by you for the purposes of applying for employment. We will not use any information about you that is available in publicly accessible sources, with the exception of social media checks.

Where these checks are carried out they will at all times be executed in line with our policy. Any additional details we will require about you in order to process your application for employment, we will request directly from you.

Failure to provide personal data to Practice Plus Group

The provision of your personal data about your application for employment is covered in UK law by:

- GDPR Art 9.2(h)

If you do not wish personal data that we hold about you to be used or shared in the way that is described in this notice, please discuss the matter with us. You have the right to object, but this may affect our ability to process and assess your application.

Automated decision making

The transfer of your data from NHS systems such as the Summary Care Record and NHS Choices is automated in how it is received; however, no care or treatment decisions made about you are automated in any way.

How to contact us

Practice Plus Group Ltd is registered as a data controller with the Information Commissioner's Office registration number: **ZA328755**.

If you have any questions, comments or concerns about how we handle your personal data, then you may contact our Quality and Governance team by email to DPO@careuk.com or write to us at:

Quality and Governance team

Practice Plus Group

Hawker House

5-6 Napier Court

Napier Road

Reading

Berkshire

RG1 8BW



Practice Plus Group, Hawker House, 5-6 Napier Court,
Napier Road, Reading, Berkshire, RG1 8BW