Penylan Surgery Privacy Policy

**Our contact details**

Name: Penylan Surgery

Address: 72-74 Penylan Road, Penylan, Cardiff.

Phone Number: 0290 498181

E-mail: admin.penylan@wales.nhs.uk

## **Collection of Personal Information**

Your data will be processed to support the recruitment process for vacancies. This will be in accordance with the Data Protection Act 2018 (DPA), the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR), the Regulation of Investigatory Powers Act 2000, the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, the Electronic Communications Data Protection Directive 2002/58/EC, the Privacy and Electronic Communications (EC Directive) Regulations 2003 and all applicable laws and regulations relating to Processing of Personal Data and privacy, including where applicable the guidance and codes of practice issued by the Information Commissioner.

Personal data and sensitive personal data (as described in the Data Protection Act 2018 (DPA), the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR),) to support the recruitment process.

Personal data is data that relates to an identifiable living person ('data subject').

We are processing this information at your request prior to you potentially entering into a contract of employment

Special Categories of personal data we may process include:

* Race or ethnicity
* Physical or mental health
* Sexual orientation and sexual life

Additional information that is considered sensitive is:

* The commission or alleged commission of an offence, or proceedings or sentence relating to offences or alleged offences.

We may be required to do this by employment law relating to access your capacity to work, to monitor that equality law is being met through the recruitment process and to comply with any safeguarding laws relating to the role you are applying for.

Use of Your Information

By applying, you agree that we may collect, hold, process and use your information (including personal information)

As an employing organisation we have an obligation to provide any relevant privacy notice(s) when a request for an off line application is made.

We will not sell or share your information for marketing purposes.

We will not transfer your personal data outside of the UK, UK Crown Dependencies or the European Economic Community Area.

We reserve the right to disclose your personal information to comply with applicable laws and government or regulatory bodies' lawful requests for information.

**Keeping Your Personal Information Secure**

We take the security of your personal information very seriously and have appropriate physical, technical and administrative procedures in place to help protect your personal information from unauthorised access.

**Changes to this Privacy Notice**

If we change this privacy notice, we will post the revised privacy notice here with an updated effective date. If we make significant changes to the privacy notice, we may also notify you by other means such as sending an email or posting a notice on our home page.

**Rights**

The information you provided will be managed as required by Data Protection law.

You have the right to:

* Receive a copy of the information we hold about you
* Request your information be changed if you believe it was not correct at the time you provided it

Every member of staff who works for an NHS organisation has a legal obligation to keep information about you confidential.

**How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Practice Manager

72-74 Penylan Surgery

Penylan

Cardiff

CF23 5SY

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>