



Use of personal information – Staff Recruitment

Data Controller	NHS Birmingham and Solihull CCG
Purpose	When you apply to work at the CCG, we have to collect and use information about your past career, qualifications and experience, criminal records (as appropriate) references, and certain health related information as part of our recruitment, selection and pre-employment checks.
Type of information used	Type of information used: Identifiable - Name, contact details, date of birth and National Insurance Number) Special Category personal data – health information Criminal Convictions
Legal Basis	The legal basis for us to use your information for this purpose is: Article 6(1)(e) – “For the performance of a task carried out in the public interest, or in the exercise of official authority vested in the controller” Article 9(2)(b) ‘...is necessary for the purposes of carrying out the obligations and exercising the specific rights of the controller or of the data subject in the field of employment...social protection law in so far as it is authorised by Union or Member State law...’ Criminal Convictions - 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’ and ‘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 our DBS checks.

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How we collect (the source) and use the information	<p>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, the names of those being interviewed will be provided to the interview panel.</p> <p>Details provided by you are also used to help fulfil our obligations to monitor equality and diversity within the organisation and process your application</p>
Data Processor and Location of Processing	<p>Arden and GEM Commissioning Support Unit provide recruitment services to the CCG.</p> <p>All personal data is processed within the UK.</p>
How long will the information be kept for?	<p>We will keep the general employment records of staff who have been successful up until 6 years after they have left if an employment summary has been made, or up until age 75 if not.</p> <p>Recruitment data in respect of unsuccessful applicants will be retained for 12 months.</p>
Who we share the information with (recipients)	<p>Arden and GEM Commissioning Support Unit.</p> <p>You will submit your Application Form to us via the NHS Jobs Website.</p>