

Privacy Notice for Job Applicants

Data controller: Defence Medical Welfare Service, The Old Stables, Redenham Park, Andover, SP11 9AQ. Reg. Charity in England & Wales (1087210) and Scotland (SC045460).

HR Data Officer: Head of HR, contact no: 01264 774000

In order to carry out our recruitment process, DMWS collects and processes personal data of job applicants. We are committed to being transparent so that applicants understand why and how we use data and in order to meet our legal obligations under the General Data Processing Regulations (GDPR).

What information does DMWS collect?

We collect a range of information about you in order to process your application. This includes:

- Your name, address and contact details, including email address and telephone numbers;
- Your career history, including employment, qualifications, skills and experience;
- Information regarding your salary expectations, including your current level of remuneration and benefits;
- Whether you need us to make a reasonable adjustment because you have a disability in order to ensure a fair and accessible process,
- Whether you are entitled to work in the UK.

How does DMWS collect this information?

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, identity documents such as your passport, driving licence or work permit/visa, or collected through interviews or other forms of assessment, including online tests.

Data may also be supplied from a third party such as a recruitment agency, who will also have responsibility for protecting your data under the GDPR. Please contact them for further details on their privacy notice.

DMWS may also collect personal data about you from other third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks when applicable to the role. DMWS will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

How does DMWS store this information?

Data may be stored in a range of different places, including on your application record, in HR management systems, in recruitment files and on other IT systems (including email).

Why does DMWS process personal data?

DMWS needs to process data in order to process your application, carry out an assessment of your suitability for the post you have applied for and may also need to process your data to enter into a contract with you.

Additionally, DMWS needs to process data to ensure that we are complying with our legal obligations. For example, we are required by law to check a successful applicant's eligibility to work in the UK.

DMWS has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. DMWS may also need to process data from job applicants to respond to and defend against legal claims.

DMWS may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants have a disability to make reasonable adjustments for employment of candidates who do. DMWS processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, DMWS is obliged to seek information about criminal convictions and offences through the Disclosure & Barring Service, which may involve a third party conducting them on our behalf. Some posts may also require MOD security clearance checks, which again involves a third party. Where DMWS seeks this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

DMWS will not use your data for any purpose other than the recruitment exercise for which you have applied, or, with your agreement, to keep your information for future vacancies for a period of up to 12 months.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the team with a vacancy, and IT staff, if access to the data is necessary for the performance of their roles.

DMWS will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. DMWS will then share your data with former employers to obtain references for you. It may also share your data with employment background check providers to obtain necessary background checks, and the Disclosure and Barring Service to obtain necessary criminal records checks if applicable to the role.

How does DMWS protect data?

DMWS has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Restricted access to folders, password protection, and server/the Cloud security protects data kept in digital format; paper records are secured in locked filing cabinets.

For how long does DMWS keep data?

If your application for employment is unsuccessful, DMWS will hold your data on file for six months after the end of the relevant recruitment process. The purpose for holding your information is to respond to and defend against any legal claims, or to inform you of any suitable vacancies that might arise in the period after your original application. At the end of that period, or if you withdraw your consent for DMWS to hold your data during this time, your data will be deleted or destroyed, unless you have given explicit permission to keep your data longer in order to be informed of future vacancies.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Your rights

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require DMWS to change incorrect or incomplete data;
- Require DMWS to delete or stop processing your data
- Object to the processing of your data where DMWS is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR Data Officer as outlined at the top of this document.

If you believe that DMWS has not complied with your data protection rights, you can complain to the Information Commissioner.

Please note that recruitment decisions are not solely based on automated systems.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to DMWS during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or offer you employment with us.

If you have any queries regarding your data, please do not hesitate to contact us.