**POSITION APPLICANT PRIVACY NOTICE**

ACCORD Hospice may collect a range of personal data about you during a recruitment/selection process which will include:

 • Your name, contact details and address;

 • Details of your skills, qualifications, experience and employment history;

 • Information regarding your right to work in the UK; and

 • Details regarding your current level of remuneration and work benefit entitlements

This information will be collected from your CV and/or covering letter on application to us, and from your examination certificates, passport, driving licence or other identity documents provided. We may also collect personal data about you from third parties, such as references obtained from former employers, background checks such as PVG or criminal record checks, as applicable. Data will only be collected as required for the purposes of the interview or selection process.

We need to process your data to take the necessary steps prior to entering into any contract with you. We may also need to process your data if we agree to enter into a contract with you. We have a legitimate interest/purpose in processing your data during a recruitment process to ensure that we make and keep records of this process which allow us to manage the selection process effectively, assess a candidate’s suitability for employment and decide to whom we offer roles. We may also, from time to time, also need to process data from job applicants to respond to and defend against legal claims.

This data will be stored in an electronic formats (including email) on our internal systems and also in paper form within our HR records. Your information may be shared internally for recruitment purposes with our Senior Management team and other staff strictly for decision making purposes. We do not share your data with any third parties. If your application is unsuccessful we may keep your personal data on file for any suitable employment opportunities. We will seek your consent before we do so and you are free to withdraw this consent at any time by notifying us in writing.

As a data subject, you have a number of rights including access to your data on request, to stop us processing your data on demand, to ask us to delete your data on demand or to change any incorrect or incomplete data we hold on you. If you believe that we have not complied with your rights, you can complain to the Information Commissioner.

ACCORD will not transfer your data outside of the European Economic Area. We will protect your data internally through internal controls and policies to ensure that your data is not lost, accidently destroyed, misused or disclosed, and is not accessed by our employees except in the proper performance of their duties.

We will keep your personal data in this regard for a maximum of six months, unless you ask us not to, during this timescale. Our recruitment processes are not based on automated decision making and you are under no statutory or contractual obligation to provide your data to us. If you elect not to do so however, we will not be able to process your application properly, if at all.