

## **Privacy Notice to Applicants.**

We will use the contact details you provide to us to contact you to progress your application.

The other information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

We also ask for you to provide us with equal opportunities information, this is data about things like your racial or ethnic origin, religion, disability, gender and sexual orientation. This is not mandatory information – if you don't provide it, it will not affect your application. It is not part of the recruitment process and it is used to produce anonymised statistics on our recruitment process as part of our duties under equalities legislation.

### **NHS Jobs**

If you submit an application to ELHT NHSJobs, the information you supply will be processed by ELHT.

More information about how the data you supply on NHS jobs is processed can be found [here](#).

### **Candidate Management using TRAC**

Once you have submitted an application we transfer data from NHS jobs onto [TRAC](#), a web-based system that we use to manage recruitment.

Please note that you will not be able to track the progress of your application through the NHS Jobs website. You will not receive messages or notifications about your job application from NHS Jobs and we cannot respond to any e-mails sent by you via the NHS Jobs website.

All information you receive about your application will be generated from trac.jobs.

If you have not already done so, we encourage you to register for an account with TRAC so that you can manage your applications, get Jobs-by-Email alerts for the latest vacancies and make applications directly online. You can register here: [apps.trac.jobs](https://apps.trac.jobs)

If your preferred application route is via [jobs.nhs.uk](https://jobs.nhs.uk), please ensure your personal details on [jobs.nhs.uk](https://jobs.nhs.uk) are correct. This is because each time you apply for a role with East Lancashire Hospitals NHS Trust your application will be imported into trac.jobs.

TRAC data is shared as follows:

- The Recruitment Team – this job role at ELHT has access to all the data you submitted as part of your application on NHS jobs, this includes equality monitoring data. Please note the Recruitment Team is not involved in candidate selection.
- Recruiting manager (those who shortlist applicants) - will have access to your application apart from your name, contact details, and equality monitoring information.

- If you are successful at shortlisting and invited to interview, the interview panel will then have access to your name and contact details. At no point do the recruitment panel see the equality monitoring information.

If you decide that you wish to leave a job application process, you can login to your applicant account then withdraw your application.

### **If offered employment with ELHT.**

#### Electronic Staff Record:

On commencement of employment with the Organisation, your personal data will be uploaded to the Electronic Staff Record (ESR). ESR is a workforce solution for the NHS which is used by the Organisation to effectively manage the workforce leading to improved efficiency and improved patient safety.

#### Streamlining:

In accepting employment with the Organisation, you accept that the following personal data will be transferred, in accordance streamlining staff movement principles, if you accept an offer with another NHS organisation, or your employment transfers to another NHS organisation, or in some cases if you are seconded to another NHS organisation:

- Personal information (Name, address, NI number etc) – to enable the new NHS employer to verify who you are.
- Employment information (your grade, employment dates, salary, post, sickness information etc) – to enable the new NHS employer to ensure you are paid correctly and can calculate appropriate NHS holiday and sickness entitlements.
- Training compliance/competency information – so that you should not need to repeat some nationally recognised training, including statutory and mandatory/core skills training.
- Full details of the exact data items shared can be supplied if required.

Please be advised that immunisation and vaccination data is not currently transferred in all organisations, but may be in the future. However, please be assured that this data will not be shared without your permission – consent will be sought at such a time as the Organisation would like to share that data.

Inter Authority Transfer (IAT) is the process by which certain personal data is transferred from one NHS organisation to another when you accept an offer or your employment transfers. NHS organisations have a legitimate interest in processing your data in this way in establishing the employment of a suitable workforce. The streamlining staff movement principles include data sharing arrangements which are aimed at improving efficiencies within the NHS both to make costs savings for Organisations but also to save you time when your employment transfers. Please be advised you have the right to object to your information being shared.

### **Enquiries and Complaints**

To make an enquiry, a request for your personal information held as part of this process, or to arrange for any mistakes to be corrected, you may contact either the team who are handling your application or the Data Protection Officer ([ig-issues@elht.nhs.uk](mailto:ig-issues@elht.nhs.uk)). If you agree, we will try to deal

with your request informally, for example by providing you with the specific information you need over the telephone.

If you have a complaint, please contact us so that we can investigate. If you believe that the processing of your information is in breach of the General Data Protection Regulation then you also have the right to lodge a complaint with the GDPR supervisory authority in the EU Member State of your habitual residence, place of work or of the alleged infringement.