

## APPLICANTS – HOW WE USE YOUR INFORMATION

The General and Medical Human Resources Departments at Sheffield Teaching Hospitals NHS Foundation Trust (STH) manage all information relating to applications for employment at STH.

Applicants are asked to provide information when they apply and further information, if successful, during the subsequent recruitment process. We will hold this information as part of the recruitment process.

As part of that process we obtain certain information to ensure that (a) you meet the preconditions of the role you are applying for, (b) we can fulfil certain legal and public obligations, and (c) to enable us to manage and maintain a subsequent employment relationship with you.

### **What personal information do we collect about you?**

The following information may be collected during each recruitment process:

- Full Name(s) (including title)
- Name Changes (including reason and evidence)
- Email Address(es)
- Home Address – at the time of application (including country of residence)
- Home Address – following appointment
- Home Telephone Number(s)
- Mobile Telephone Number(s)
- National Insurance (NI) Number
- Nationality
- Country of Birth
- Confirmation of Right to Work in the UK / Identity Documents
- Ethnic Origin
- Age / Date of Birth
- Gender
- Marital Status
- Sexual Orientation\*
- Religion or Belief\*
- Disability Information\*
- Full Employment History
- References and Referees
- Education, Professional Qualifications, and Relevant Training Courses
- Membership of Professional Bodies (e.g. GMC, NMC, HCPC)
- Criminal Record Information (including a Disclosure and Baring Service [DBS] certificate and/or review of the DBS Update Service)
- Occupational Health Referrals and Reports (including details of reasonable adjustments)
- Your emergency contact and their contact details (including your relationship with them)
- Photograph(s) – for purposes of preparing an ID badge and Smartcard (if required)
- Bank Account Details (i.e. where we will pay your salary)

\* This denotes information which you can choose not to disclose to us during a recruitment process.

### **How do we use this information?**

We use this information to manage the pre-employment processes associated with recruitment and our subsequent contractual relationship with you. This information is also used to monitor and promote equality, diversity and inclusion at STH.

This information may be used to make automatic decisions on selection (e.g. where professional registration is a mandatory requirement for a specific role and a filtering question is used as part of our application process to reject anyone without the relevant professional registration OR where the roles requires completion of a values assessment tool).

You can challenge such decisions or request additional human involvement by contacting either the General or Medical Human Resources Departments at STH using the contact details provided below.

### **How long do we keep this information?**

The details of all recruitment processes are held by the General and Medical Human Resources Departments for up to 2 years. A recruiting manager / the Medical Human Resources Department will retain any information relating to the selection (e.g. interview notes, scoresheets, etc.) for up to 2 year from the date of an assessment.

This enables us to revisit the vacancy, application, and selection information in case the vacancy needs to be re-advertised, vacancies and applications have been put 'on hold', or where applications require an additional review (e.g. where a successful applicant declines an offer of employment).

Where we are required to obtain criminal record information as part of the recruitment process we will retain a copy of an applicant's self-declaration form for up to six months and a record of the subsequent DBS application within our eDBS system (Trac or Atlantic Data) for up to seven years. Where we require a meeting to discuss the content of a DBS the notes of this discussion may be recorded on the subsequent personal file.

If you are an unsuccessful applicant, if you decline an offer of employment, or if we withdraw your application as part of the pre-employment process, we may retain your application information for up to 2 years to enable us to respond to any subsequent questions which may arise. The information we retain during this time will only include that which is directly related to the recruitment process (e.g. we will not retain bank account details).

For successful applicants, the majority of the information we obtain during the recruitment process will be retained and will form the basis of your personal file (e.g. application form). This will be retained in line with national NHS and legal guidelines relating to the retention of such information.

There may be occasions where owing to the length of a recruitment process your information is retained for longer than the period outlined above – further details can be obtained by contacting either the General or Medical Human Resources Departments using the details provided below

### **Who do we share this information with?**

We only grant access to this information to individuals who require it to perform their duties.

If you apply via NHS jobs, application information is imported into, and stored within, our preferred third party recruitment system (Trac). When you apply for a role at STH you agree to us transferring this information into the Trac recruitment system and following this transfer all subsequent information regarding your application will be generated from apps.trac.jobs rather than NHS jobs.

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The recruiting manager, and those involved in the recruitment process, can see all of the information provided in your application form except for your special category information (this is the information in the monitoring section of your application form – e.g. religion or belief, sexual orientation, etc.)

The information relating to successful applicants will be transferred into our Electronic Staff Record (ESR) system. A limited amount of personal information may also be transferred into the NHS Spine Portal where it will enable us to create or amend a smartcard record for the successful applicant.

The non-identifiable aspects of our application information (e.g. anonymous summaries) may be shared with NHS Digital / NHS England / NHS Improvement as and when required.

Where required, personal information may also be used in the following systems:

- Trac (a bespoke NHS recruitment management system)
- The Cohort System (used by our Occupational Health Department)
- Atlantic Data (a system which provides some of our criminal record checking)\*
- ImageBase / Digital ID System (which provides our identity card system)
- Doctors Rostering System
- Medical Induction New Starter Database
- Study Leave Database
- Zircadian (job planning)
- PALMS (the STH learning management system)
- Corporate Induction Spreadsheet
- The STH E-Rostering System
- General HR Relations Casework Management System

\* Atlantic Data may share the information we provide them with others, including DBS and Experian.

### **How can you update the information we hold about you?**

At any point during a recruitment process you can review the information that we hold about you, and direct us to update or amend this information, by contacting us.

You can contact us using the contact details provided on any correspondence you receive or via:

General Human Resources Department  
Ground Floor – Clocktower Building  
Northern General Hospital  
Sheffield  
S5 7AU

Tel: (0114) 3052503

OR

Medical Human Resources Department  
Central Campus – Royal Hallamshire Hospital  
8 Beech Hill Road  
Sheffield  
S10 2SB

Tel: (0114) 2713472

### **Where is this information stored?**

STH is committed to protecting the information it holds about all applicants and has a range of measures in place to ensure this information is kept secure at all times.

The details of all recruitment processes may be held within the General and Medical Human Resources Departments electronically (e.g. on the NHS jobs website) and/or on paper.

After applying via NHS jobs, application information is imported into, and stored within, our preferred third party recruitment system (Trac). When you apply for a role at STH you agree to us transferring this information into the Trac recruitment system and following this transfer all subsequent information regarding your application will be generated from apps.trac.jobs rather than NHS jobs.

A recruiting manager / General Human Resources / Medical Human Resources Department will securely retain any information it possess relating to selection processes (e.g. interview notes, scoresheets, etc.) within their department either electronically or on paper.

For successful applicants, a limited amount of personal information may be held within the aforementioned systems (e.g. the Cohort System, Atlantic Data, etc.) however, for General Human Resources the majority of the information will be held and managed via Trac and for Medical Human Resources via our Medical New Starter Database for the duration of the recruitment process.

A personal file which is created during the recruitment process (which holds the majority of the information we obtain during the recruitment process) will be provided to the recruiting manager and will be held securely within the relevant department for the duration of an individual's employment. The Medical Human Resources Department will retain the personal files for all medical employees.