



Recruitment Data Privacy Statement

In order to operate the Royal Hospital Chelsea's (RHC) recruitment system, we will collect and store personal information you submit to it. Please read the following privacy policy to understand how the Hospital uses and protects the information you provide.

As part of any recruitment process, the RHC collects and processes personal data relating to job applicants. The RHC is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

By submitting your personal information whether via our website or by posted or emailed application, you are consenting to the RHC holding and using it in accordance with this policy.

This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your entitlement to work in the UK
- reference requests

This list is not exhaustive.

The policy is subject to change and any changes to it in the future will be notified on this page. By continuing to use the site you are agreeing to such changes. We recommend that you check the privacy policy each time you visit this site.

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1.0 **Information that we collect from you**

1.1 Information you give us

When you visit www.chelsea-pensioners.co.uk/jobs or manually completing requested documents you may be asked to provide certain information yourself, including your name and contact details,

Some of the information is mandatory in order for the RHC to consider an application for a vacancy or meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to complete. The above also applies if you complete information and submit in written form by post.

1.2 Automatic Information

We automatically receive and save certain types of information whenever you interact with our website. We use the information to monitor website traffic and to assist with the navigation and user experience of the website.

Information that we will automatically receive includes:

- Requested URL (Uniform Resource Locator)
- IP (Internet Protocol) address (this may or may not identify a specific computer)
- Domain name from which you access the internet
- Referring URL
- Software (browser/operating system) used to access the page
- Date and time pages were visited

1.3 Automated decision-making

Recruitment processes are not based on automated decision-making.

1.3 Cookies

Please see the RHC's 'Use of cookies' page.

2.0 **How we handle the data that is submitted by you**

Personal data is collected to facilitate the recruitment process. Data entered as part of an application is stored in the system.

In the event of your application resulting in the offer and your acceptance of a position at the RHC, your personal information will be sent to and held in the RHC's staff database.

2.1 Data Protection Legislation

The RHC is your data controller. As your data controller RHC has notified its activities to the Office of the Information Commissioner as required under the Data Protection Act 1998 (the "Act") and is listed in the Public Register of Data Controllers. Personal information will only be collected and/or processed by the RHC in accordance with the Act.

2.2 Disclosure of your information

The information you provide to us will be held on RHC computers in the UK for the purposes set out in this policy.

The RHC has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the RHC to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Except as set out in this policy or as required by law, your personal data will not be provided to any third party without your prior written consent.

2.3 Data Protection Statement:

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes. Your information will 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 business area with a vacancy. The data will be retained only for as long as is permitted by UK legislation and then destroyed.

By submitting your personal data and application, you:

- (1) declare that you have read, understood and accepted the statements set out in this data protection clause;
- (2) are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
- (3) are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and
- (4) are authorising the RHC to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

2.4 Data Retention

Unsuccessful applicant data will be held within the recruitment system for a period of three months before being deleted in order that you can access and re-use data in future applications and we can respond to statutory reporting requests. Successful applicant data will be deleted after a period of seven years from the end of service.

3.0 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 the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

3.1 What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the RHC during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

If you would like to exercise any of these rights, please contact Data Protection Officer dpo@chelsea-pensioners.org.uk or in writing to Data Protection Officer Royal Hospital, Hospital Road, London SW3 4SR. You will be given a subject access request form to make your request.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioners Office.

4.0 How to contact us

For any queries you may have in connection with this privacy statement, please contact:

HR Department
Royal Hospital Chelsea
Royal Hospital Road
London SW3 4SR
Email: staffrecruitment@chelsea-pensioners.org.uk