

NHS Jobs Recruitment Privacy Notice for Staff
The Old Fire Station Surgery
September 2026

The Old Fire Station Surgery Staff Privacy Notice

This privacy notice tells you what to expect us to do with your personal information when you work for us.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- Who we share information with
- How to complain

Contact details

Post

The Old Fire Station Surgery, Albert Terrace, Beverley, East Yorkshire, HU17 8JW

Telephone

01482862236

Email

Carla.Coulson@nhs.net

What information we collect and use, and why

Staff recruitment, administration and management

We collect or use the following personal information as part of **staff recruitment, administration and management**:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Photographs (eg staff ID card)
- Copies of passports or other photo ID
- Copies of proof of address documents (eg bank statements or bills)
- Marital status
- Next of kin or emergency contact details
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg DBS checks)
- Political, conflict of interest or gift declarations
- Security clearance details (eg basic checks and higher security clearance)
- Performance records (eg reviews, disciplinary records, complaints or disciplinary action)
- Training history and development needs
- Monitoring employees' IT use

We also collect or use the following special category information for **staff recruitment, administration and management**. This information is subject to additional protection due to its sensitive nature:

- Racial or ethnic origin
- Health information

NHS Jobs Recruitment Privacy Notice for Staff
The Old Fire Station Surgery
September 2026

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO’s website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for. Read more about the right of access.
- **Your right to rectification** - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification.
- **Your right to erasure** - You have the right to ask us to delete your personal information. Read more about the right to erasure.
- **Your right to restriction of processing** - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing.
- **Your right to object to processing** - You have the right to object to the processing of your personal data. Read more about the right to object to processing.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. Read more about the right to data portability.
- **Your right to withdraw consent** – When we use consent as our lawful basis you have the right to withdraw your consent at any time. Read more about the right to withdraw consent.

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management** are:

- **Consent** - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- **Contract** – we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- **Legal obligation** – we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.
- **Public task** – we have to collect or use your information to carry out a task laid down in law, which the law intends to be performed by an organisation such as ours. All of your data protection rights may apply, except the right to erasure and the right to portability.

Where we get personal information from

We collect your information from the following places:

- Directly from you
- Referees (external or internal)
- Occupational Health and other health providers

NHS Jobs Recruitment Privacy Notice for Staff
The Old Fire Station Surgery
September 2026

- Pension administrators or government departments (eg HMRC and DWP)

How long we keep information

We retain the information provided for a period of 12 months.

Who we share information with

In some circumstances, we may share information with the following organisations:

- HMRC
- Employee benefit schemes
- Professional advisors and consultants
- Legal bodies or authorities
- Organisations we're legally obliged to share personal information with

How to complain

If you have any concerns about our use of your personal information, you can make a data protection complaint to us:

Post: The Old fire station surgery, Albert Terrace, Beverley HU178JW

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: <https://www.ico.org.uk/make-a-complaint>

Author: Richard Langthorp Review date September 2028