

Cookham Medical Centre

Privacy Policy re Job Applicants

Our contact details

Name: Cookham Medical Centre

Address: Lower Road, Cookham Rise, Maidenhead SL6 9HX

Phone Number: 01628 810242

Website: www.cookhammedicalcentre.co.uk

The type of personal information we collect from applicants

We currently collect and process the following information:

- Personal identifiers, name, contact details and characteristics
- CV /application form details such as work history, qualifications, NI number, and reference contacts.

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- Application for a position

We use the information that you have given us in order to shortlist and arrange interviews.

We do not share this information outside our organisation.

Within our organisation it is only shared with senior management for shortlisting and members of the interview panel for those shortlisted.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting the Practice Manager at the address shown above.

How we store your personal information

Your information is securely stored on the Restricted drive of the surgery IT system if in electronic format or in a locked cupboard with restricted access if in paper format.

We keep applications for 12 months after the post has been filled. We will then dispose of your information by deletion if electronic and by secure destruction (shredding) if paper.

The successful candidate(s)' information will be transferred into an individual staff file stored in the same locations as stated above and its further handling and storage would be covered under the Staff Privacy Policy thereafter.

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

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, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Cookham Medical Centre, Lower Road, Cookham Rise, Maidenhead SL6 9HX if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at Cookham Medical Centre, Lower Road, Cookham Rise, Maidenhead SL6 9HX. Please mark your complaint for the attention of the Practice Manager.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

Privacy Notice using ICO template

Last updated 14/08/2020 by Jill Stinchcombe, Practice Manager