

Recruitment Privacy Policy

At Arden and GEM CSU, we are committed to protecting the privacy and confidentiality of the personal information of applicants. This Recruitment Privacy Policy explains how we collect, use, store, and protect your data during the recruitment process.

1. Information We Collect

We collect personal information about applicants during the recruitment process. The information we collect may include, but is not limited to:

- Full name, contact details (email, phone number, address)
- Resume/Curriculum Vitae (CV), cover letter, and any other documents submitted during the application process
- Employment history and qualifications
- Educational background and certifications
- References or contact details provided by applicants
- Interview notes and assessment results
- Any other relevant information submitted by the applicant

2. How We Use Your Information

We use the personal information provided by applicants to:

- Review and assess your application
- Communicate with you regarding your application status and interviews
- Conduct background checks or reference checks (if applicable)
- Evaluate your suitability for the position for which you have applied
- Comply with legal obligations (e.g., equal opportunity reporting, tax, or immigration requirements)

3. Sharing Your Information

We may share your personal information within our organization with relevant recruitment and HR staff involved in the hiring process. We will not share your data with any third parties without your consent, except in the following cases:

- To comply with legal or regulatory obligations
- To conduct reference or background checks through trusted third-party vendors
- If you are hired, your data may be used as part of your employment records

4. Data Security

We take the security of your personal information seriously and implement appropriate technical and organizational measures to protect your data from unauthorized access, use, alteration, or destruction.

5. Retention of Data

We will retain your personal information for as long as necessary to complete the recruitment process, or for a longer period if required by law or for any legitimate purposes.

6. Your Rights

As an applicant, you have the right to:

- Access the personal information we hold about you
- Request corrections to any inaccurate or incomplete information
- Request that we delete or restrict the processing of your personal data (subject to certain conditions)
- Withdraw your consent at any time (if we are relying on your consent to process your data)

If you wish to exercise any of these rights, please contact us at agem.flexibleresourcing@nhs.net

7. Changes to This Policy

We may update this Recruitment Privacy Policy from time to time. If we make any material changes, we will notify you by email or through other appropriate means. Please check this policy periodically for updates.

8. Contact Information

If you have any questions or concerns about how we handle your personal data during the recruitment process, or if you wish to exercise your data rights, please contact us at:

Arden and GEM Commissioning Support Unit
Agem.flexibleresourcing@nhs.net