

How We Use Your Information

Applicants

The human resources service at BDCFT work to manage all information relating to your application to work for the Trust. There are details that we are required to record as a potential employer for your protection and for our due diligence in order to make a decision on whether you are suitable for a vacancy and to secure your employment with the Trust.

The recruiting manager and selection panel can also see your information apart from your protected characteristics (such as ethnicity and religion) which can only be seen by you and the human resources team. Your protected characteristics help us to provide information about the diversity of our workforce. You are asked to consent to provide this information at the time of your job application and we therefore hold this information based on your consent. The rest of the details held within the ESR system are held on the legal basis that they are necessary for us to fulfil our contractual relationship, i.e. the need to identify your legal identity and suitability for a role.

If you are successful for a vacancy application data will be downloaded into our Electronic Staff Record (ESR) system to record personally identifiable details about yourself including your name, address, contact details, demographic information, disability information, and information about an offence, or proceedings or sentence relating to offences or alleged offences. You can see any of the information that we hold about you at any time through your NHS Jobs account and you can ask to update or amend this information at any time.

Other systems that hold personally identifiable information include: SharePoint where we store your personnel files, and shared drives where selection panels may store interview notes and application forms. These systems have restricted access and only those that need to see your information will be able to access it. Whenever you raise a query with the human resources team we keep a record of the query using Footprints, our query management system. This is held indefinitely to allow us to cross reference it against any ongoing recruitment. We also extract reports from this system to ensure business continuity in the event of a system outage, as well as to help us to identify trends and manage our performance.

When we share information about our workforce with NHS Digital or NHS England this information is provided in an anonymised format.

The only authority that we would share details with in an identifiable format would be the West Yorkshire Audit Consortium. In this instance we would only share information necessary for the purpose of the audit and as part of our ongoing public task to provide a healthcare service that is safe and fit for purpose.

We have delegated authority from the Department of Health to run our own Registration Authority. This enables us to carry out identity checks for prospective smartcard users and assign appropriate access levels based on a health professional's role. The care identity service or Spine system belongs to NHS Digital and includes details about your Smartcard registration. Information about your role, particularly relating to your training will be stored by the Trust until your 75th birthday or until 6 years after you leave if this is later. The Trust needs to store this information to

protect us in the event of investigations and audits that can sometimes take place years later. If you are an unsuccessful applicant, or if you withdraw from a vacancy before appointment, we will store your information for up to 18 months in order to respond to any claims or queries which may arise within that timeframe.

We also hold an employee health and wellbeing system that is used to refer employees on to the occupational health services and to conduct pre- employment health assessments. This information is held based on your consent and we would always ask for your consent before sharing any of your details with another service.

If you would like to receive a copy of any of the information we hold on you please email dpa.requests@bdct.nhs.uk or write to: The Information Governance and Records Management team, New Mill, Victoria Road, Saltaire, West Yorkshire, BD18 3LD or phone 01274 363 629. If you are concerned about any of the information held in your records please contact the IG&R team to discuss your concerns.

The Bradford District Care Foundation Trust has a Data Protection Officer who is there to answer any concerns that you might have around how your information is being used or stored. If you have any questions please email Gaynor Toczek on dpo@bdct.nhs.uk or you can write to her at the address shown above.

If, for any reason, you are unhappy with our response you can contact the Information Commissioners Office for further guidance. Call the helpline on 0303 123 1113 (local rate number) Or see the ICO website <https://ico.org.uk> or Write to: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AE.