Privacy Notice – NHS jobs

West Rainton surgery holds data safely and securely both in paper and electronic format.

Employees data includes;

* Personal details such as name, address, date or birth, NI number, bank details
* Copies of certification (qualifications)
* DBS and supporting documents
* CV/application form
* Payslips

Electronic data is held on the practice managers PC which is password protected, paper copies are held in a locked filing cabinet in a locked office, the practice manager is the only key holder.

For candidates applying for jobs; their application will be held on the practice managers secure log in. If successful for an interview the application will be printed, if successful the application will be held in a lockable filing cabinet in the employees personal file, if the candidate is unsuccessful the application will be shredded and discarded in the practices’ confidential waste.