

Connect Health Recruitment and Data



At Connect Health we are committed to keeping all personal data safe and confidential. To ensure we can successfully recruit and engage a candidate into our employment and adhere to legislation, we require certain information. This document outlines what we do with the information, why we need it, and how long we keep this for.

What do we do with your information?

The information you provide in your application form or CV will be used for progressing your application, and/or to fulfil legal requirements.

We will use the contact details you provide to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

We do not share your details with a third party.

As part of the process your CV and contact details will be shared with our recruiting managers.

We will hold your application data for 12 months. This is to support our recruitment process in terms of a talent pool, so you may be contacted within this time to see if you are interested in an opportunity.

You have the right to be forgotten. This means we will delete all the information you have provided from our systems, both electronic and paper files. If this is taken up, please note we will not be able to advise you of future opportunities, however it doesn't prevent you applying for a job with Connect Health again. As outlined above, we will delete your application data after 12 months. If you wish this to be deleted sooner, you can advise us in writing at Talent@connecthealth.co.uk.

What type of information do we ask for, and why?

We ask for your work history, qualifications, and professional registrations and memberships. We ask for this information to progress via our recruitment process and fulfil statutory reporting requirements. We do not collect more information than we need.

The information we ask for is used to assess your suitability for employment.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information is not shared outside of our Human Resources Team and the recruiting manager will not have visibility of this information. This information is used for us to produce and monitor equal opportunities data.

At interview or assessment stage we ask you to provide proof of your identity to support Right to Work checks and, if applicable to the role, a DBS form and supporting identification documents. Our recruiting manager will verify these documents at the interview.

We might ask you to participate in ability tests or occupational personality profile questionnaires; and/or to attend an interview or both. This information helps us to make an informed hiring decision. As part of this process we retain the information for 12 months. Where tests or questionnaires are provided by a third party we will provide them with your name and email address to enable you to be set up to complete these online.

If you're offered a role with us.

If successful, you will receive a verbal offer from one of our recruiting managers. Following this, we will make a conditional offer of employment. At this stage we will ask for further information to support this.

- Depending upon your role, you may be asked to complete a criminal records declaration to declare any unspent convictions.
- If applicable to your role, we will provide your email address to Devon County Council who will contact you to complete an application for an Enhanced Criminal Record check (with barred list checks) via the Disclosure and Barring Service which will verify your declaration of unspent convictions.
- We will contact your referees directly to obtain references using the details you provide in your application.
- Your bank details – to process salary payments to you.
- Emergency contact details – so we know who to contact in case you have an emergency at work
- Other information relevant to your role e.g. immunisation details

Connect Health is the data controller for the information you provided during our recruitment process. If at any time you have a query regarding your data in your application, then please contact us at Talent@connecthealth.co.uk.