NHS
Cheshire and Merseyside

Privacy Notice

This privacy notice is about how your personally identifiable information will be managed from job application through to starting work. Any information taken is required to help recruit the best people, perform the necessary employment checks, arrange a contract of employment, get new recruits started in their work and fulfil legal/regulatory requirements. These are necessary steps prior to being able to establish, continue or vary a contract of employment.

Your submitted application will be made via Trac, our (C&M ICB's) preferred third party recruitment system. All information regarding your application will be generated from apps.trac.jobs. If you are offered a job information will also be transferred into the national NHS Electronic Staff Records system.

In some special cases your information may have been entered without you having completed a job application. For example, where students are being placed from a training provider (and your information has been received from that training provider) or where employment checks need to be carried out on existing staff.

During recruitment, the recruiters consider the information provided on the job application form and that provided for assessments and interviews.

As you get further through the process, employment checks may need to be performed such as identity, right-to-work (immigration), criminal records, professional registration, qualifications, references, occupational health and other checks. More information or documentation, such as proof of identity documents, may be needed from you. Only the necessary information is shared with organisations where they assist us with these checks and it is only for the purpose of performing those checks.

To get a recruit started in their work, induction training and some administrative requirements are completed. Some information will be requested from you at that time, such as bank details for your salary payments and emergency contact details in case you have an emergency at work. The information for those who have been recruited is entered into the employee management and records keeping systems that are used by the employer.

If you do not provide information as needed, this may hinder or prevent your application or employment.

Any information you provide about your ethnic origin, religious beliefs and sexual orientation is used only for equal opportunities statistical monitoring of the recruitment process and workforce. It is protected throughout the process, is not visible to those assessing your application or to hiring managers and cannot be used in a way which can identify you. It will not affect your application if you choose to not provide this information.

If you indicate that you can be considered for a preferential or guaranteed interview owing to a disability you have, that information is used only for the purposes of arranging interviews.

If you decide that you wish to leave a job application process, you can login to your applicant account on Trac then withdraw your application. For special cases (examples above) you should instead contact the employer.

Your information about your application through to starting work is automatically deleted from this recruitment management system once it is no longer regarded as necessary for the purpose for which it was collected. This is 399 days after the date the application was entered in this recruitment system or 199 days after your proposed/actual start date, whichever is the greater. This period allows obligations relating to lawful employment practices to be fulfilled such as statistical reporting and the defending of potential legal claims.