

Recruitment Transparency Notice

Western Road Medical Centre

Western Road Medical Centre's use of Personal data.

This notice explains how we collect, use and protect your personal information when you apply for a job with our organisation. We use your information to assess your suitability for employment, communicate with you during the recruitment process, verify qualifications and experience, undertake pre-employment checks where appropriate, and comply with legal and regulatory obligations.

How Western Road Medical Centre shares your information

We only share information necessary for recruitment purposes and only with authorised individuals involved in the recruitment process.

Who Western Road Medical Centre shares your information with

This includes, where needed, recruitment agencies, referees, occupational health providers, DBS checking services, professional registration bodies, and IT system providers supporting recruitment activities. Appropriate contracts and safeguards are in place to protect your information.

Your Data Protection Rights

You have the right to access your information, request corrections, object to certain processing, request restriction of processing, and complain to the Information Commissioner's Office if you are unhappy with how your information is used.

How long Western Road Medical Centre keeps your records for

If your application is unsuccessful, we will normally retain your recruitment records for up to 12 months after the recruitment process has ended, unless a longer retention period is required by law. If you are appointed, relevant information will become part of your employment record.

How Western Road Medical Centre keeps your records safe

We take the security of your personal information seriously and have robust measures in place to protect it.

Your records are stored on secure systems with strict access controls, meaning only authorised staff can view them.

All staff are trained in confidentiality and data protection, and we regularly review our systems to ensure information is handled safely and appropriately.

We use a combination of technical and organisational safeguards, including secure networks, encryption, and audit logs to monitor access to records.

We also follow NHS and legal standards for information security, ensuring your data is protected against unauthorised access, loss, or misuse at all times.