

## Applicant Privacy Notice

### 1. Introduction

Phoenix Health Solutions ("we", "us", "our") is committed to protecting the privacy and security of your personal data. This Applicant Privacy Notice explains how we collect, use and protect personal information about individuals who apply for a role with us.

This notice applies to all job applicants, whether applying for permanent, temporary, bank, or volunteer roles.

### 2. Data Controller

Phoenix Health Solutions  
White Rose Surgery, South Elmsall, Pontefract, WF9 2RD  
Email: phoenix.patients@nhs.net

We are the data controller for the personal data processed during recruitment.

### 3. Personal Data We Collect

During the recruitment process, we may collect and process the following information:

- Contact details (name, address, telephone number, email address)
- Date of birth
- Employment history, qualifications, skills and experience
- CVs, application forms and supporting statements
- Interview notes and assessment outcomes
- References and referee details
- Right to work documentation
- Disclosure and Barring Service (DBS) information (where required)
- Occupational health information (where relevant and lawful)
- Equality and diversity monitoring information (processed separately and anonymously where possible)

### 4. How We Collect Your Data

We collect personal data about applicants from:

- You, the applicant (via application forms, CVs, interviews)
- Recruitment platforms or NHS systems (where applicable)
- Referees (after an offer has been made)
- Disclosure and Barring Service and other pre-employment check providers
- Occupational health providers (where applicable)

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**Registered Office:** The White Rose Surgery, Exchange Street, South Elmsall, Pontefract, WF9 2RD

**Company Number:** 6994166 **CQC Provider ID:** 1-355620875

## 5. Purpose of Processing

We process applicant data to:

- Assess your suitability for employment or engagement
- Manage the recruitment and selection process
- Carry out pre-employment checks (e.g. references, right to work, DBS)
- Comply with legal and regulatory obligations
- Communicate with you about the recruitment process
- Maintain records relating to recruitment decisions

## 6. Lawful Basis for Processing

We process your personal data under the following lawful bases:

- **Article 6(1)(b)** – processing is necessary to take steps prior to entering into a contract
- **Article 6(1)(c)** – processing is necessary to comply with a legal obligation
- **Article 6(1)(f)** – processing is necessary for our legitimate interests in recruiting staff

Where special category data is processed, this is done under:

- **Article 9(2)(b)** – employment and social security obligations
- **Article 9(2)(h)** – occupational health and safeguarding purposes

## 7. Data Sharing

Your information may be shared internally with:

- Recruiting managers
- HR and senior management
- Payroll or workforce teams (if appointed)

We may also share data externally with:

- NHS bodies or commissioning organisations (where relevant)
- DBS, occupational health and reference providers
- Regulatory or statutory bodies where required by law

We do not sell applicant data.

## 8. Data Retention

- If you are unsuccessful, your application data will be retained for 6–12 months after the recruitment process, unless a longer period is justified.

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- If you are successful, relevant recruitment data will be transferred to your personnel file and retained in line with employment retention schedules.

## 9. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request rectification of inaccurate data
- Request erasure of your data (in certain circumstances)
- Restrict or object to processing
- Data portability (where applicable)
- Withdraw consent (where consent is the lawful basis)
- Lodge a complaint with the Information Commissioner's Office (ICO)

## 10. How to Exercise Your Rights

To exercise your rights, contact us at:  
[phoenix.patients@nhs.net](mailto:phoenix.patients@nhs.net)

We will respond within one month.

## 11. Data Security

We take appropriate technical and organisational measures to protect applicant data against unauthorised access, loss, alteration or disclosure.

## 12. Changes to This Notice

We may update this notice from time to time. Any significant changes will be communicated to applicants.

**Last updated:** January 2026

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