



PHOENIX HEALTH SOLUTIONS LTD

JOB APPLICANT PRIVACY NOTICE

1. Introduction

Phoenix Health Solutions Ltd (PHS) is committed to protecting the privacy and security of personal information. This privacy notice explains how we collect and use personal data about job applicants in accordance with UK GDPR and the Data Protection Act 2018.

2. Data Controller

Phoenix Health Solutions Ltd is the Data Controller.

The White Rose Surgery, Exchange Street, South Elmsall, Pontefract, WF9 2RD
Telephone: 01977 655607
Email: Phoenix.patients@nhs.net

For data protection queries, please contact the Data Protection Officer (DPO).

3. Information We Collect

We may collect:

- Name, address and contact details
- Qualifications, employment history and skills
- Right to work documentation
- References
- Criminal conviction information (where required)
- Equal opportunities monitoring data
- Information from interviews and assessments

4. How We Collect Data

Data is collected via application forms, CVs, interviews, identity documents, references and pre-employment checks. DBS and background checks are only undertaken following a conditional offer.

5. Lawful Basis

We process data under:

- Article 6(1)(b) – Steps prior to contract
- Article 6(1)(c) – Legal obligation
- Article 6(1)(f) – Legitimate interests

Special category data is processed under Article 9(2)(b) and 9(2)(g).



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Criminal conviction data is processed under Article 10 UK GDPR and Schedule 1 Data Protection Act 2018.

6. Purpose of Processing

To manage recruitment, assess suitability, verify right to work, conduct checks, meet NHS obligations and defend legal claims.

7. Data Sharing

Data may be shared internally with recruiting managers and HR. If successful, data may be shared with referees, DBS and background check providers. Data is not routinely transferred outside the UK. Safeguards apply where required.

8. Security

PHS uses secure IT systems, access controls and organisational safeguards to protect personal data.

9. Retention

Unsuccessful applicant data is retained for six months in line with the NHS Records Management Code of Practice. Successful applicant data becomes part of the personnel file and is retained in accordance with employment retention schedules.

10. Your Rights

You have rights to access, correct, erase, restrict or object to processing and to complain to the ICO.

11. Automated Decision Making

No automated decision-making is used in recruitment.

12. Review

This notice will be reviewed every two years or sooner if legislation changes.