



## **PRIVACY NOTICE – RECRUITMENT**

**February 2026**

### **What is a privacy notice?**

A privacy notice is a statement produced by St. Vincent's Hospice to patients, service users, families, carers, visitors, the public and staff, that describes how we collect, use, retain and disclose personal information which we hold.

At St. Vincent's Hospice, we recognise the importance of protecting personal and confidential information in all that we do, and we take care to meet our legal and regulatory duties.

### **Who are we governed by?**

Healthcare Improvement Scotland (HIS)  
Information Commissioner's Office (ICO)  
Office of the Scottish Charity Regulator (OSCR)  
Renfrewshire Health and Social Care Partnership (HSCP)

Our healthcare professionals and some registered support staff are also regulated and governed by professional bodies including, but not limited to, the General Medical Council (GMC), the Nursing and Midwifery Council (NMC), and the Health and Care Professionals Council (HCPC).

### **Why do we collect information about you?**

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **What types of information do we have about you?**

The sort of information we hold includes:

- Your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history;

- information about your current level of remuneration;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

### **Where do we get your information from?**

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from criminal records checks and information from our Occupational Health provider. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored on your application record, in HR systems and on other IT systems (including email).

### **How your information will be used**

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **How your information is retained and kept safe?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes the HR Team involved in the recruitment process, managers in the business area with a vacancy and IT support provider if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, our Occupational Health Provider to ensure that you are fit for the proposed role and Disclosure Scotland to obtain necessary criminal records checks (if applicable to role)

The organisation will not transfer your data outside the European Economic Area.

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights**

Under the Data Protection Act 2018 you have the following rights:

1. The right to access certain aspects of your personal information using a Subject Access Request (SAR).
2. The right to edit and update certain aspects of your personal information.
3. The right to request to have certain aspects of your personal information deleted.
4. The right to restrict processing of certain aspects of your personal information.
5. The right to object.
6. In certain circumstances the right to data portability.

If you have provided consent for the processing of your data you have the right (in certain circumstances) to withdraw that consent at any time which will not affect the lawfulness of the processing before your consent was withdrawn.

You have the right to lodge a complaint to the Information Commissioners' Office if you believe that we have not complied with the requirements of the Data Protection legislation with regard to your personal data.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

### **Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

### **Identity and contact details of data controller**

St Vincent's Hospice is the controller of data.

If you have any concerns as to how your data is processed you can contact:

Personal Assistant  
[info@svh.co.uk](mailto:info@svh.co.uk)

## HR RECORDS – RETENTION PERIODS

### Payroll Related Records

- **Incident Reports** – 3 years from the date of the last entry
- **Accounting Records** – 3 years for private companies / 6 years for public limited companies
- **HMRC Approvals** – permanently
- **Income Tax / NI Returns / Income Tax Returns / Correspondence with HMRC** – 3 full tax years
- **National Minimum Wage Records** - 3 full tax years
- **Retirement Benefits Schemes** – 6 years from the end of the scheme year in which the event took place.
- **Statutory Maternity Pay records** – 3 years after the end of the tax year in which the maternity period ends.
- **Pay records** – 6 years
- **Money purchase details** – 6 years after transfer or value taken.
- **Pensioners records** – 12 years after benefit ceases
- **Statutory sick pay records** – 6 years after employment ceases
- **Furlough records** – 6 years

### Employment Records

- **Records relating to children and young adults** – until the person reaches the age of 21
- **Working time records** – 2 years from date on which they were made
- **Recruitment Application forms / Interview Notes (for unsuccessful candidates)** – 1 year
- **Parental leave** – 18 years from the birth of the child
- **Pension scheme investment policies** – 12 years from the ending of any benefit payable under the policy
- **Personnel files and training records** – 6 years after employment ceases
- **Redundancy records** – 6 years from the date of redundancy
- **Senior management records** – permanently
- **Subject Access Request** – 1 year following completion of the request
- **Trade union agreements** – 10 years after ceasing to be effective
- **Works council minutes** – permanently
- **Whistleblowing documents** – 6 months following the outcome
- **References** – 1 year after the reference is given
- **Right to work in UK Checks** – 2 years after employment ends

All retention periods are subject to legal requirements and therefore may change from time to time.