



Essex Primary Care Careers Privacy Notice

This Privacy Notice has been updated on 11th October 2018.

Summary

Essex Primary Care Careers (formerly EPIC Workforce Development) is part of North East Essex Clinical Commissioning Group who are committed to protecting your privacy and will process your personal data only in accordance with relevant data protection legislation and good data processing practice.

At Essex Primary Care Careers, we collect and use your personal data for various reasons such as to provide you with information on our services, to facilitate your job search and job application and to enhance your user experience.

In this Privacy Notice, we tell you about Essex Primary Care Careers personal data processing in general and provide information on how we use personal data about you in specific situations such as for marketing of our services to you, for promotion of Essex Primary Care Careers brand and when you visit the www.essexprimarycarecareers.nhs.uk website ("Website") or access functions that it provides.

This Privacy Notice contains the following information:

- Why do we process your personal data?
- What kind of information do we collect about you?
- How do we use the information about you?
- Do we share information on you to others?
- How do we handle transfer of data outside of Europe Economic Area (EEA)
- For how long do we store information on you?
- What are cookies and how are they used on this website?
- What are your rights related to personal data processing?
- What to understand before clicking links to third party websites?
- Can this Privacy Notice be changed?
- How to contact us?

We have produced additional more detailed Privacy Notices related to:

[Marketing](#)

[Business Partners](#)

Why do we process your personal data?



We may collect personal data on you for a variety of reasons. For more information on a specific type of data processing, please look to the topic specific privacy notices listed above, such as our Marketing Privacy Notice.

What all personal data processing by Essex Primary Care Careers has in common is that the data processing is necessary in order for Essex Primary Care Careers to carry out its rights or obligations related to you. For example, if you are working or are interested in working in Essex Primary Care, by collecting your personal data we may aim to provide you with the information you have requested i.e. job vacancy emails, newsletters or event information. We also use it to develop, enhance and personalise your customer experience; maintain and develop our customer relationship with you; and communicate with you more efficiently.

We also collect your data such as your CV and employment and education details for job application purposes to facilitate your application process with a local GP practice you wish to apply for employment with.

What kind of information do we collect about you?

We primarily collect personal data directly from you. You may provide us data for example by contacting us, or providing feedback, registering as a user of our services, applying for a job with one of our local GP practices, subscribing to our newsletters or other material, commenting on or discussing any content on the Website or social media, or downloading or uploading material.

The types of personal data we collect on you typically include information such as:

- your identification and contact details, such as your name, email address and telephone number;
- photos, video interviews, case studies and testimonies/quotes;
- information on the customer relationship, such as communication preferences i.e. job seeker, employer
- Information about your qualifications and work preferences
- CV information
- technical information, such as your IP address.

It is always up to you whether you want to give personal data to us. If you choose not to do so, please note that we might not be able to carry out an action you have requested. We may not be able to, for example, register you as a user, facilitate job application, or provide you with our products or services.

Our legal basis for processing this information is article 6(1)(a), which means we need your consent. Our processing of special category data, such as health information you give us, will be based on article 9(2)(a), which also means we need your consent.

When necessary, we may also use cookies and related technologies provided to us by third parties, and create new information by analysing the data we already have on you. For more information about the cookies is provided below in the section "How we use cookies on our website?"



How do we use the information about you?

How we use information on you depends on why the information was originally collected. To give you an idea of how we process personal data, we have included some examples below. For more detailed information, please see our topic specific privacy notices.

In general, we tend to use your personal data especially for the following purposes:

- to promote our services to you;
- to facilitate your job application process with your chosen employer who advertise via our website or social media;
- to promote job vacancies to you;
- to understand your vacancy and location preferences;
- to procure products and services;
- to deliver services;
- to conduct surveys;
- to secure and optimise the website experience;
- to provide marketing communication;
- to otherwise enable us to fulfil our legal and contractual obligations

We also with your prior permission use photos, video footage and quotes and testimonies that you have participated in the development of to promote Essex Primary Care Careers via our website, social media, promotional banners and leaflets.

Do we share information on you to others?

Essex Primary Care Careers will disclose and transfer your personal data to an employer whose job is being advertised on the Essex Primary Care Careers website but only if your job application is directly related to that particular employer. You should read the employer's privacy notices prior to applying for a job.

Essex Primary Care Careers may share your contact information and vacancy preferences with local primary care workforce teams on whose behalf we are acting in order for them support you in securing a role within their local primary care footprint (North East Essex CCG, West Essex CCG and Mid and South STP).

We may share your information with our partners who are providing recruitment marketing to us in order for them to be able to carry out the work they have been commissioned to undertake on our behalf. Our key partners include KAT Marketing <https://katmarketing.co.uk/> and Just-R Digital Recruitment Solutions <https://www.just-r.com/>, please refer to their privacy notices for information on how they process data.

How do we handle transfer of data outside of Europe Economic Area (EEA)



Sometimes we need to transfer your data outside of the EEA, when we do, we do our best to ensure a similar degree of security of data by ensuring a minimum of one of the following safeguards is in place:

- We will only transfer your personal data to countries that the European Commission have approved as providing an adequate level of protection for personal data (there is a full list on the ICO website that you can look at) by; or
- Where we use certain service providers, we may use specific contracts or codes of conduct or certification mechanisms approved by the European Commission which give personal data the same protection it has in Europe; or
- If we use US-based providers that are part of EU-US Privacy Shield, we may transfer data to them, as they have equivalent safeguards in place.

For how long do we store information on you?

Essex Primary Care Careers only retains your personal data for as long as necessary to fulfil the purposes for which it was collected and to satisfy any legal, regulatory, accounting or reporting requirements.

We adhere to the Records Management Code of Practice for Health and Social Care 2016 which sets out what people working with or in NHS organisations in England need to do to manage records correctly. Appendix 3 of the Code contains the detailed retention schedules. It sets out how long records should be retained, either due to their ongoing administrative value or as a result of statutory requirement. The code can be found at:

<https://digital.nhs.uk/binaries/content/assets/legacy/pdf/n/b/records-management-cop-hsc-2016.pdf>

Once personal data is no longer necessary, we delete it or anonymise it as soon as possible

How we use cookies on our website?

Most websites use cookies in order to make them work, or to work more efficiently, as well as to provide information to the owners of the website. They help us to understand how our customers and potential customers use our website so we can develop and improve the design, layout, content and function of the site. Cookies are small text files that are placed on your computer's hard drive by websites that you visit. They save and retrieve pieces of information about your visit to the website – for example, how you entered the site, how you navigated through the site and what information and documentation was of interest to you. This means that when you go back to a website, it can give you tailored options based on the information it has stored about you on your last visit.

Some of our cookies are used to simply collect information about how visitors use our website and these types of cookies collect the information in an anonymous form.



The rules about cookies on websites have recently changed. If you are uncomfortable with the use of cookies, you can disable cookies on your computer by changing the settings in the preferences or options menu in your browser. You can set your browser to reject or block cookies or to tell you when a website tries to put a cookie on your computer. You can also delete any cookies that are already stored on your computer's hard drive. However, please be aware that if you do delete and block all cookies from our website, parts of the site will not then work. This is because some of the cookies we use are essential for parts of our website to operate. Likewise, you may not be able to use some products and services on other websites without cookies.

To find out more about cookies, including seeing what cookies have been set and how to manage and delete them, visit www.allaboutcookies.org.

If you do not wish to accept cookies from our website, please leave this site immediately and then delete and block all cookies from this site. Alternatively, you may opt out of receiving information from us by e-mail, telephone, fax or post. Please email us on essex.primarycarecareers@nhs.net

How do we protect information on you?

Essex Primary Care Careers as a department of NEE CCG adheres to the CCG's measures to protect the personal data it holds. These measures include guidelines, procedures and protections meant to limit third party access to the data, but also measures taken in order to limit our own personnel's and service providers' access to data they do not need in their tasks.

The CCG has put in place appropriate technical and organisational security measures to prevent your personal data from being accidentally lost, used or accessed in any unauthorised way or altered or disclosed. In addition, the CCG limits access to your personal data to the persons and organisations, including those described above, who have a lawful and legitimate need to access it.

Our organisation uses computers, laptops and smart phones. All devices are fully encrypted, require a passcode or password to access and access can be removed at anytime.

All devices have virus scanning software and the latest updates to stop malicious software.

We also use a secure network and do not transmit any staff information unless it is protected by encryption.

Keeping your information confidential is our top priority. We will only access your records with a legitimate interest.

The CCG has also put in place procedures to deal with any suspected personal data security breach and will notify you and any applicable regulator of a suspected breach where legally required to do so.

Most personal data about you will be stored locally on servers that are maintained by our IT provider, AGEM CSU, you can access their privacy notice on their website at <https://www.ardengemcsu.nhs.uk/>



Our website is hosted on Gyron Internet Ltd's servers, certified as providers of secure, resilient and environmentally controlled facilities for hosting of customers business critical IT equipment certified by ISO27001.

What are your rights related to personal data processing?

As a registered Essex Primary Care Careers customer, you may access and amend your contact details at any time by emailing us at essex.primarycarecareers@nhs.net and soon by logging onto the website.

You have the right to access the personal data we have collected on you and request that we erase or rectify any erroneous, unnecessary, incomplete or obsolete personal data.

Information on how to make such a request directly to the CCG is available on the CCG website: <https://www.neessexccg.nhs.uk/access-to-information>

In addition, you have the right to withdraw your consent to or otherwise opt-out of the collection of data and/or direct marketing.

You have a number of other rights as a data subject. Information on all your rights as an individual whose data we process are available here: <https://ico.org.uk/your-data-matters/>

You may use the rights described above and/or express any concern you might have about our use of your personal data by contacting our Information Governance Office via the contact details provided below in the section titled "How to contact us?"

If, however, you believe that we not been able to assist with your complaint or concern, you have the right to make a complaint with the Information Commissioners Office.

Telephone: 0303 123 1113

Post: Customer Contact
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Further information is available on the ICO website: <https://ico.org.uk/make-a-complaint/> What to understand before clicking links to third party websites?

The Website may contain links to third party websites. Please note that Essex Primary Care Careers is not responsible for the privacy practices or contents of any such third-party website. Since this Privacy Notice only applies to our service/website, you should read the privacy notices of other websites when you open them.

Can this Privacy Notice be changed?



Essex Primary Care Careers may update this notice at any time and may provide you with further notices on specific occasions where we collect and process personal data about you. You should check this notice regularly to take notice of any changes, however where any change affects your rights and interests, we will make sure we bring this to your attention and clearly explain what this means for you.

How to contact us?

If you have any questions or comments regarding this notice or you wish to exercise any of your rights), you should contact our Data Protection Officer- Jane Marley, Head of Information Governance for Essex CCG's by email at dpo.neeccg@nhs.net