

The Health Foundation Recruitment Website Privacy Notice

This Privacy Notice explains how we use any personal information we collect about applicants (“you” or “your”) when applying for a position at the Health Foundation.

Who we are

The Health Foundation is an independent charity committed to bringing about better health and health care for people in the UK.

We are a registered charity (charity number 286967), company number 1714937.

The Health Foundation’s registered address is 8 Salisbury Square, London, EC4Y 8AP

What information do we collect about you?

The Health Foundation collect and process a range of personal data about you.

This includes:

- Personal information such as your name, address postcode, Date of Birth, email address, phone number, current employment details and status including salary, current notice period, education and professional qualifications, your right to work in the UK, a copy of your current CV and supporting statement
- Equal opportunities monitoring information, including information about your gender, age group, ethnic origin, sexual orientation and religion or belief where you agree to share this information with us

How do we collect the data?

We collect your information as part of the initial steps of the recruitment process which may lead to the eventual creation of a contract between us should you be offered a position at the Health Foundation.

We have a legal obligation to ask about your disability status to give you the option of providing that information should you wish to do so.

It is not necessary to provide any of the optional information in order to be considered for a position and it is your choice if you choose to provide that information.

How will we use your information?

We will use your data for:

- Administering your application.
- Creating records in HR and recruitment systems.

Where the Health Foundation processes other special categories of personal data, such as information about ethnic origin, sexual orientation, or religion or belief, this is done for the purposes of equal opportunities monitoring. This information is captured at the point of recruitment and then maintained as anonymised aggregated data.

We will always ask for your consent to collect this information and you may refuse to provide the information. You may also withdraw your consent for us to process this information at any stage though we may already have disposed of the information. You may also choose to share this information with us.

Who do we share your information with and why?

We may share your information with:

- Third parties which supply services to us or which process information on our behalf (for example, the company providing the recruitment website). We will ensure that they keep your information secure and do not use it for purposes other than those that we have specified in this notice.

We will share your information if we are required to by law. We may share your information to enforcement authorities if they ask us to, or to a third party in the context of actual or threatened legal proceedings, provided we can do so without breaching data protection laws.

Where do we keep your data?

The Health Foundation maintains all your data within the United Kingdom (UK) or European Economic Area (EEA).

Data is only processed by third parties outside of the UK or EEA for the provision of services such as:

- Technical service support

Where data is processed outside of the UK or EEA the Health Foundation has verified that appropriate safeguards are in place including:

- Complying with all data protection (UK data protection law) principles
- Where possible trying to ensure data is processed in a country that is on the list of countries approved as adequate by the UK government.

Any transfers of information originating from within the UK or EEA to countries outside the UK or EEA will normally be made on the basis of the standard contractual clauses (SCCs).

How long do we keep your data?

How long we keep your data is governed by your activity on the recruitment website. After a period of 23 months of no activity on the website you will be sent a reminder email asking you if you wish to keep your details on the system.

If you reach a period of 24 months with no activity on the website, then your details will be removed.

If we choose to download your CV from the website for further distribution to hiring managers within the Health Foundation then the following will apply:

- If you are a successful applicant, then your CV will be included in your personnel file.
- If you are an unsuccessful applicant, then your CV will be retained for a maximum of 3 years although every effort will be made to delete it prior to that time.

Your rights relating to your personal data

There are specific rights enshrined in law that you have around your data. These rights are:

- Informed – you have the right to be informed about what data we hold and for what Purpose
- Access – you have the right to have access to your personal data
- Rectification – you have the right to have your personal data corrected or removed if it is Inaccurate
- Erasure – you have the right to have your personal data deleted from our systems
- Restrict processing – you have the right restrict the processing of your personal data
- Right of objection – you have the right to object to the processing of your personal data for communications and marketing
- Portability – you have the right to have your personal data transferred
- Withdraw consent – where you have provided consent to process your personal data you have the right to withdraw that consent at any time
- Complain – you have the right to complain to the regulator and/or seek judicial remedy if your data has not been treated in accordance with the law

We will respond to you within 1 month of receiving a request related to anyone of the above rights unless the number and complexity of the requests made is deemed sufficiently high in which case we may extend this time by a further two months. We will inform you if we need to make use of this additional time and why we need to do so.

We will not charge you for responding to any of these requests unless it can be demonstrated that you are making an excessive number of repetitive requests or that your request is not based on fact or realistic considerations. In such exceptional cases we may charge you a reasonable fee or choose to refuse your request.

If you disagree with our approach, you may raise your concerns with the Information Commissioner's Office (ICO) <https://ico.org.uk/concerns/>.

To assist us in responding to these requests, we may ask you to verify your identity to make sure we do not give your personal data to the wrong person, update your data with details you did not provide or take action you did not request.

Right to be Informed

The Health Foundation has published this Privacy Notice along with additional notices when we collect personal data from you to explain what personal data we collect and process. We aim to be as open and transparent as possible about how we use your personal data.

Right of Access

You have the right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your personal data please email us at dpo@health.org.uk or write to Data Protection Officer, The Health Foundation, 8 Salisbury Square, London EC4Y 8AP.

Right of Rectification

It is important to us that the information we hold about you is accurate and up to date. If you believe that the information we hold is inaccurate or incomplete you have the right to ask us to rectify it. If we have passed your data to a third party for processing, then we will also contact them to rectify the data.

To request the rectification of your data please email us at dpo@health.org.uk or write to Data Protection Officer, The Health Foundation, 8 Salisbury Square, London EC4Y 8AP with details of your request.

Right of Erasure

This is sometimes referred to as the "Right to be forgotten". You can request that we delete your personal data from our systems if you:

- Believe the data is no longer necessary for the purpose for which it was collected
- Withdraw your consent (subject to the requirement for us to retain data to process your request)
- Believe we have processed your data unlawfully
- Believe we should delete your data to comply with other laws or regulation

We may choose to refuse your request if we believe:

- We have a legal obligation to keep your data
- It is required for the legitimate interests and purposes of the Health Foundation
- It is required for the establishment, exercise or defence of legal claims

To request the erasure of your data please email us at dpo@health.org.uk or write to Data Protection Officer, The Health Foundation, 8 Salisbury Square, London EC4Y 8AP with details of your request.

Right of Restriction

You have the right to ask the Health Foundation to restrict how we process your data. This provides for a temporary halt to processing your data. You may make the request if you believe that:

- We should not process your data whilst we are in discussions with you regarding a disagreement over the accuracy of your personal data, or;
- We have processed your data in a manner you believe to be unlawful but rather than asking for the erasure of the data you would prefer another course of action to rectify your issue, or;
- We no longer require the data, but you do not wish us to dispose of it as you require it to establish or defend a legal claim

If such as restriction is put in place, we shall limit the processing of your data to storage with the following exceptions:

- Where the processing is for the establishment, exercise or defence of legal claims
- We must process it to protect the rights of another person

To request the restriction of processing of your data please email us at dpo@health.org.uk or write to Data Protection Officer, The Health Foundation, 8 Salisbury Square, London EC4Y 8AP with details of your request.

Right of Objection

You have the right to object to the processing of your personal data.

If your data is being used for direct marketing purposes, you have the right at any time to stop us from contacting you as outlined in this notice.

If we are processing your data for research or statistical purposes or processing your data based on our legitimate interests you may seek to object to the processing of your personal data. We may reject your request:

- Where we are processing data for research and statistical purposes where there is a public interest in the continued processing of the data
- Where we believe we have compelling legitimate grounds for continuing to process your data which outweighs any harm or damage to you through the continued processing of the data
- Where the processing is for the establishment, exercise or defence of legal claims

To object to the processing of your data please email us at dpo@health.org.uk or write to Data

Protection Officer, The Health Foundation, 8 Salisbury Square, London EC4Y 8AP with details of your request.

Right of Portability

The Health Foundation must allow you to obtain and reuse your personal data for your own purposes. This applies to personal data you have provided to us and is processed in our computer systems. You can request that we provide you with a copy of this data in a format that can be read by another person's or organisation's computer system.

You have the right to transfer that copy of your data to another organisation or request that we do it for you where it is technically feasible for us to do so.

This right of transfer can be refused where we feel it may adversely affect the rights of another person.

To request the transfer of your data please email us at dpo@health.org.uk or write to Data Protection Officer, The Health Foundation, 8 Salisbury Square, London EC4Y 8AP with details of your request.

Right to withdraw consent

Where we rely on your consent for the processing of your data you have the right to change your mind and withdraw your consent at any time. If you withdraw your consent, we must stop processing your data.

To withdraw your consent for processing your data please email us at dpo@health.org.uk or write to Data Protection Officer, The Health Foundation, 8 Salisbury Square, London, EC4Y 8AP with details of your request.

Right to Complain

You have a right to complain to the Information Commissioner's Office (ICO) if:

- We do not take action on your request within one month of receipt and do not provide you with reasons why
- You believe that the way we are processing your data is not in keeping with the requirements of the law
- You believe your rights have been infringed because of the way we have processed your Data

Please see the following section for contact information.

How to contact us or raise a concern or complaint

Contacting the Health Foundation

If you have any concerns about how your personal data is being collected and processed, or wish to exercise any of your rights detailed in this Privacy Notice please contact:

Data Protection Officer
The Health Foundation
8 Salisbury Square
London
EC4Y 8AP
Email: dpo@health.org.uk
Telephone: 020 7257 8000

Contacting the Information Commissioner's Office

If you have wider concerns about how the Health Foundation manages information or wish to make a complaint, please contact the Information Commissioners Office (ICO). The ICO can be contacted at <https://ico.org.uk/global/contact-us/>. Concerns can also be logged via the ICO website at <https://ico.org.uk/concerns/>

Future changes

If our information practices change at some point in the future, we will update this policy. If material changes are made to this notice, we will notify you by placing a prominent notice on the website and where we communicate with you through digital media.

We keep our Privacy Notice under regular review.

This Privacy Notice was last updated on 24/11/22