

GDPR Staff Recruitment Statement

Application Form

By submitting this application form to North Devon Hospice you are consenting to the processing and storage of your personal data in order that you can progress through our recruitment process.

If your application is successful we will retain your information for the duration of your employment and up to 6 years after the end of your employment.

If your application is unsuccessful we will retain your information for 12 months; after this date it will be safely destroyed.

Job offer and Employment Checks

We will never sell your data however we are obliged by law to inform you that should we be required to we may share your data with external agencies. This may include but is not limited to Acevo / uCheck (a service for managing and processing Disclosure and Barring Service clearance applications), Torridge Occupational Medical Services (for health checks) and other government agencies. We will also, as required, contact those individuals named as your referees to confirm your suitability for the role(s) you have been offered. Your data will only be used for your employment needs and to comply with our statutory and legal obligations.

Please refer to the hospice's Privacy Notice for Staff and Volunteers for more information.

Owner	Director of HR&OD
Date of Ratification:	April 2018
Reviewed	August 2021
Review Date	August 2024