

Data Privacy

We take protecting your data very seriously, so when you apply with us, you can rest assured that the information you provide will remain private and confidential. By submitting an application to LloydsClinical you provide your consent to for LloydsClinical to retain your candidate information to be considered for any future vacancies for a period of up to 12 months.

You can withdraw your consent at any time by updating the preferences within your profile. If you choose to withdraw your consent to the use of your personal information, then Lloyds Clinical may be unable to process your application or contact you about other suitable vacancies.

In line with our Retention Schedule, your information will be retained on our system for the duration of 12 months from registration or application. You will be notified when this duration is nearing and will be provided an option to opt back in for another 12 months, otherwise your record will be automatically removed from our database.

By withdrawing your data, you will no longer have access to the candidate portal and your data will be removed from our database within 30 days. By clicking confirm, you will be immediately logged out, but can re-register or apply for other roles at any time by creating a new account

For more information on how LloydsClinical process your data please refer below:

We take protecting your data very seriously, so when you apply with us, you can rest assured that the information you provide will remain private and confidential.

LloydsClinical is a "controller" in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. You are being provided this privacy notice because you are applying for work with us. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).

Your information will be retained on our system for the duration of 12 months from registration or application. You will be notified when this duration is nearing and will be provided an option to opt back in for another 12 months, otherwise your record will be automatically removed from our database.

You can withdraw your consent at any time by updating the preferences within your profile. Please keep in mind that this is subject to any limitations outlined below.

Data protection principles

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

Where is your personal information collected from?

We collect personal information about candidates from the following sources:

- You, the candidate.
- A recruitment agency, that may have provided your details to us.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees.

What information will we collect about you?

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae (C.V.).
- The information you have provided on our application form, including name, address, telephone number, personal email address, education history, qualifications and employment history.
- Any information you provide to us during your interview(s).
- Information obtained from sources other than yourself previously referred to in this notice.

This may involve us collecting, storing and using the following types of more sensitive personal information:

- Information about your race or ethnicity, religious or philosophical beliefs, memberships, sex, gender, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role(s) you have applied for.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to the role and we also need to process your personal information to decide whether to enter into a contract of employment with you should your application be successful.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

How we use particularly sensitive personal information

Where appropriate we will use your particularly sensitive personal information in the following ways:

- We use information about disability to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during interview.
- We use information about racial or ethnic origin, religious or philosophical beliefs, disability or sexual orientation to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

For some roles that require a criminal record check, we will process information about criminal convictions.

We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

- We are legally required by the Home Office as part of our operating licence to carry out criminal record checks for those carrying out certain roles.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data and you will be informed during the recruitment process if a criminal record check is required as part of your application.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

We will only share your personal information with the third parties for the purposes of processing your application and (if your application is successful) our payroll provider. All our third-party service providers and other entities in

the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

How long will you use my information for?

Your information will be retained on our system for the duration of 12 months from registration or application. You will be notified when this duration is nearing and will be provided an option to opt back in for another 12 months, otherwise your record will be automatically removed from our database.

Your rights in connection with the data we hold on you

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as making a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request rectification of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact dataprotectionofficer@lloydsclinical.com

Questions or complaints

If you have any questions or concerns about this privacy notice or how we handle your personal information, please contact dataprotectionofficer@lloydsclinical.com

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO) who is responsible for data protection issues in the UK and whose contact details are available here [Information Commissioner's Office](#)

If you have recently applied or been placed through us, we may need to keep hold of your data for a bit longer.

For more information on this and to discuss your rights further, please contact dataprotectionofficer@lloydsclinical.com