

# Privacy Notice for Job Applicants

This Privacy Notice describes how our practice collects and uses personal information when you apply for a job with Form Dental.

We are committed to handling your information lawfully, fairly and transparently, in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Form Dental is the data controller for the purposes of data protection law. This means we are responsible for deciding how we hold and use your personal information.

If you have any questions, please contact:

65 London Road, Stapleford, Cambridge, CB22 5DX

01223 910 788

info@formdental.co.uk

## What personal information do we collect from and about you?

During the recruitment process, we may collect and process the following information:

- Information about you – name, address, date of birth, email address, telephone number, national insurance number, next of kin details
- CV, cover letter, work history, qualifications and references
- Interview notes
- Right to work documentation (e.g. passport, visa etc)
- GDC Registration certificate (for clinical roles)
- DBS checks
- Indemnity information (for clinical roles)
- Vaccination information, including Hep B test levels (for clinical roles).

## How we use your information

We use your personal data to:

- Assess your skills, qualifications and suitability for the role
- Communicate with you during the recruitment process
- Verify your identity, work eligibility, and professional standing
- Make informed decisions about your application
- Keep records of our hiring process.

## **Lawful basis for processing**

We process your personal data on the following grounds:

- Legitimate interests – to assess your application and make recruitment decisions
- Legal obligation – to check your right to work in the UK, and for regulated roles, carry out necessary background checks
- Consent – if you ask us to keep your details on file for future vacancies.

## **Who we share your information with**

We may share your data with:

- Professional regulators (such as the GDC) if required
- DBS for background checks
- Referees you have provided

## **How do we store your Information?**

Your Information is stored securely on protected computer systems. Computer information is backed up regularly and may be securely stored away from our premises.

## **Retention Periods**

- If you are unsuccessful, we normally keep your application for 6 months after the recruitment process ends
- With your consent, we may keep your details on file for longer in case of future vacancies
- If you are successful, your personal data will form part of your staff record and be retained in line with our privacy notice for staff.

## **Your rights under GDPR**

- **Access**  
You have a right to access the information that we hold about you and to receive a copy. You can make a request by contacting the practice manager.
- **Rectification**  
You have a right to correct any information that you believe is inaccurate or incomplete. Please contact the practice manager to request a change in information.
- **Erasure**  
You have a right to request that we delete your personal information, although

you should be aware that, for legal reasons, we may be unable to erase certain information. Please contact the practice manager to make this request.

- **Restriction**

You have the right to request us to restrict the processing of your personal information. Please contact the practice manager to make this request.

## **Concerns**

If you have any concerns about how we use your information and you do not feel able to discuss it with your dentist or anyone at the practice, you can contact our Data Protection Officer via email at [info@formdental.co.uk](mailto:info@formdental.co.uk).

You can also seek advice from The Information Commissioner's Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF, or start a live chat or call helpline on 0303 123 1113.