

Work Experience Privacy Notice

Maidstone and Tunbridge Wells NHS Trust are committed to protecting the privacy and security of your personal information. Personal information means any information about an individual from which that individual can be identified. It does not include information where the identity has been removed (anonymous data). This notice will describe how we collect and use your personal information in accordance with the General Data Protection Regulation (GDPR).

What is the purpose of this document?

Maidstone and Tunbridge Wells NHS Trust is a 'data controller'. This means we are responsible for deciding how we hold and use personal information about you. This is to make you aware of how and why your personal data will be used, namely for the purpose of organising your work experience placement with us, and how long it will be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

Data protection principles

Maidstone and Tunbridge Wells NHS Trust will comply with data protection law and principles, which means 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 purpose we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept for as long as necessary for the purpose we have told you about
- Kept securely.

The information we will hold about you

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

- The information you have provided on our application form, including name, address, contact details, date of birth, emergency contact details, eligibility criteria and education details
- Health information

We will also collect, store and use the following special categories:

- Gender
- Sexual orientation
- Ethnicity
- Disability or Long-term health condition

How is your personal information collected?

We collect personal information about applicants from the following sources:

- You

How we will use the information about you

We will use the personal information we have collected about you to:

- Assess your eligibility and suitability for the placement
- Communicate with you about the work experience process
- Evaluate our work experience programmes
- Comply with legal and/or regulatory requirements.

We will use the information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process or the placement.

We will use the information about your ethnicity and gender to ensure meaningful equal opportunity monitoring and reporting.

Data sharing

We will not share your personal information with a third party.

Data security

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an authorised way, altered or disclosed.

We limit access to your information to those employees who have a business need to know. They will only process your information on our instructions and they are subject to a duty of confidentiality.

We have 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 we use your information for?

We will retain your personal information for a period of 60 months from the end of your placement with us. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information, on the basis that a further opportunity may arise in future, and we may wish to consider you for that, we will write to you separately seeking your explicit consent to retain your personal information for a fixed period on that basis.

Your rights in connection with personal information

By law, in certain circumstances, you have the right to:

- Request access to your personal information (commonly known as 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 correction of the personal information 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 exercised your right to object to processing (see below).
- 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.
- Right to withdraw consent (see below)

In the event you wish to review, verify, correct or request erasure of your personal information, or request we transfer a copy of your information to another party please contact mtw-tr.careerdevelopment@nhs.net.

Right to withdraw consent

When you applied for the placement you provided consent to us processing your personal information for the purposes of recruitment and undertaking the placement. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent contact mtw-tr.workexperience@nhs.net. Once we have received notification that you have withdrawn your consent, we will no longer process your application or placement, and subject to our retention policy we will dispose of your personal data securely.

Data protection officer

As we are a public authority, the GDPR requires us to appoint a Data Protection Office (DPO), and our Trust Secretary has been appointed to that role. Our DPO assists us to monitor internal compliance with the GDPR, informs and advise us on our data protection obligations, provides advice regarding Data Protection Impact Assessments and acts as a contact point for data subjects and the ICO. Our Data Protection Office can be contacted via email (gemma.stephenson8@nhs.net) or telephone (01622 228698).

Your right to complain

If you wish to complain about how we have processed your personal data, you should, contact our Head of Information Governance and ICT Risk Management, via mtw-tr.information-governance@nhs.net. If you remain dissatisfied with the outcome, you have the right to ask the Information Commissioner's Office (ICO) to investigate your complaint, using the ICO's website, at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>