

Privacy Notice

Oleeo (Solent NHS Trust Recruitment System)

Oleeo (Solent NHS Trust Recruitment System) Privacy notice – What you need to know about how we handle your data?

1. Type of personal information being processed

Solent NHS Trust use the Oleeo System as the initial system used when recruiting to staff vacancies. There are two levels of information we may retain, relating to yourself;

- Level 1: Applying for a position – The Oleeo System will retain all copies of any application forms submitted through NHS Jobs and the Oleeo System.
- Level 2: Offer of Employment – If you are successful in being appointed to a position, Solent NHS Trust will request the following information from you, which will be temporarily stored on the Oleeo System; offer letter, references, bank details, contract, identification, etc... This information is collated, in order to undertake all your pre-employment checks and screenings.

2. How we obtain the personal information and why we have it

All personally identifiable information will be obtained directly from yourself, with the exception of references, which will be obtained by those you have identified as a reference.

3. Legal basis

Under the UK General Data Protection Regulations (UK GDPR) 2020, please be advised that our legal basis for processing and sharing your information, relating to this service provision, is not consent, but as outlined below.

- Article 6 (1)(a) Data subject has given consent for the processing (in reference to Level 1: Applying for a position)
- Article 6 (1)(b) Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract (in reference to Level 2: Offer of Employment)
- Article 9 (2)(b) The processing is necessary for the purpose of exercising obligations or rights of the controller or data subject under employment, social security or social protection laws (in reference to Level 2: Offer of Employment)

Under the UK Data Protection Act (DPA) 2018, please be advised that our legal basis for processing and sharing your information, relating to this service provision, is not consent, but as outlined below.

- Schedule 1 - Employment, social security and social protection: Processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or data subject in connection with employment, social security or social protection and;

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4. How we store your personal information

Information will be retained as follows;

- Level 1: Applying for a position – This information will be retained on Oleeo, until deleted by yourself
- Level 2: Offer of Employment – This information will be temporarily stored on Oleeo, until employment commences with Solent NHS Trust, at which point the information will be extracted and stored on local restricted network drives and within your personnel file.

Please also be advised that anonymous data, will also be retained on Oleeo, for analytical purposes.

5. Who has access to your information / who do we share it with?

Only those involved in the recruitment process will have access to your data.

Further information on the use of your data and your rights, please visit <https://www.solent.nhs.uk/about-us/publication-scheme/your-information-your-rights/>