

Recruitment privacy notice

NHS England and NHS Improvement have established a shared recruitment service and are responsible as joint controllers for the processing of personal data that you provide on your application, and from other sources. NHS England and NHS Improvement have engaged the NHS Business Services Authority (NHSBSA) to process applications for employment on their behalf.

NHSBSA works with NHS England and NHS Improvement throughout the recruitment process prior to interview, and for successful candidates when NHS England or NHS Improvement has made a job offer using our end-to-end Recruitment System, Trac. If you applied for a vacancy using NHS Jobs your application will be imported into the Trac recruitment system and all information you receive about your application will be generated by Trac. You may be invited to create a Trac account if you are shortlisted to enable your application to be managed through the system.

We will use information you have provided to verify your identity when we speak to you, and at all stages of the application process.

For successful applicants

Before agreeing a contract, we will use the information you have provided to complete the following pre-employment checks in line with NHS Employers' guidance:

- Professional registration checks
- Employment history and reference checks
- Disclosure and Barring Service (DBS) check (if required)
- Work health assessment: to check you are fit to work or confirm what reasonable adjustments are required, if applicable
- Confirming Right to Work, identity, and eligibility for the vacancy
- Meeting safeguarding law requirements where this is relevant to the vacancy role

NHS England and NHS Improvement are also required to monitor the diversity of candidates to ensure we comply with the Equality Act 2010.

Where we process your information

Your information will not be transferred outside the UK or [European Economic Area](#) (EEA).

Sharing your personal information

We share your information with:

- medical professionals, to assess your fitness to work and any reasonable adjustments that you need
- the [Disclosure and Barring Service](#) (DBS), if your role requires a DBS check
- with named referees to obtain a reference
- any other organisation who has a legal right to it.

Keeping your personal information

For non- successful applications, personal information in the e-recruitment system will be deleted within 400 days of the advertised application closing date. This information is retained so that we can revisit vacancies and applications in case the vacancy needs re-advertising or to enable us to respond to any candidate queries.

Successful applications will remain in the system for 400 days, but only information relevant to the employment of successful candidates will be retained within staff employment records. This will be specified in your contract of employment. If you withdraw at offer stage, you will not receive any further information and your details may still be retained for 400 days securely outside of the e-recruitment system.

Your rights

[NHS England's and NHS Improvement's joint privacy notice](#) describes how we use personal data jointly and explains how you can contact us and invoke your rights as a data subject. We will process your information in accordance with the requirements of the Data Protection Act 2018.