

Privacy Notice for Residency Applicants

Introduction

The Great Hospital (“the organisation”, we”, “us”, “our”) is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under data protection legislation including the General Data Protection Regulation (GDPR). The purpose of this privacy notice is to make all residency applicants aware of how and why we collect and use their personal information, both during and after the residency application process and how long your information will usually be retained for. It provides applicants with certain information that must be provided under data protection legislation including GDPR

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

What information does the organisation collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- your date of birth, marital status, national insurance number and NHS number
- information about your financial situation, including what benefits you receive
- information about your current accommodation
- information about your health, including any medical condition that you may have
- information about your social life i.e. interests and activities that you like to take part in
- your next of kin details; and
- details about any lasting power of attorney

We collect this information in a variety of ways. For example, data might be contained in your residency application form, or collected through interviews at your current accommodation or other forms of assessment.

We will also collect personal data about you from third parties, such as your current General Practitioner.

Data will be stored in a range of different places, including on your residency application record and on other IT systems (including email).

Why does the organisation process personal data?

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an applicant's eligibility to live in the Great Hospital. We also need to process your data to enter into a contract with you.

We have a legitimate interest in processing personal data during the admission process and for keeping records of the process. Processing data from your residency application allows us to manage the admission process, assess and confirm a resident's suitability for living here at the Great Hospital.

We will use your particularly sensitive personal information to carry out our obligations and exercise specific rights in relation to your health and mobility in the following ways:

- We will use information about your disability status to consider whether you require care, the level of care you require, and which unit of accommodation is appropriate for your needs

The organisation will not use your data for any purpose other than the residency application for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the residency exercise. This includes members of the senior management team and the care team.

The organisation will not transfer your data outside the European Economic Area.

How does the organisation protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does the organisation keep data?

If your application for residency is unsuccessful, we will securely destroy your data. If your application for residency is successful, personal data gathered during this process will be transferred to your residency file and retained in line with our Resident Privacy Policy

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and

- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact enquiries@greathospital.org

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the residency application process. However, if you do not provide the information, we may not be able to process your application properly or at all.