



Ambulance Service

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Dear Candidate,

Due to changes in current data management legislation, the way in which we collect, request, share and manage your information has changed; therefore, in order to remain transparent and maintain our core values, we **MUST** share and provide you with the following privacy statement.

As part of the APMS recruitment process, APMS ambulance Service Ltd collects and processes personal data relating to ALL of our job applicants. The organisation is committed to being transparent about how we collect and use your personal information while meeting our data protection obligations.

The purpose of this statement is in no way related to the potential success of your recruitment application, however is intended to provide you with transparency as to how and why APMS require certain information, where, when and how we intend to use your information to gain and process necessary and legitimate information about you. Our purpose throughout ALL stages is to remain transparent, work harmoniously to gain information about you required by law and guide and remind you of **(your rights)** throughout your recruitment process.

At APMS we take the lawful management and safe processing of your personal details seriously, therefore we employ a staged approach to your application process. This is to ensure we are not collecting non-essential information, although similarly we ask you to share enough information to hold you in good stead for whichever part of our employment process you are being reviewed/interviewed for. All information you provide throughout your application, interview and recruitment process; remain necessary to the business to ensure ALL applicants are reviewed and monitored fairly and without prejudice.

What information APMS collects?

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;

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- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; (required necessary abilities will be clearly defined within the vacant job description)
- Information about your bank and national insurance details (for salary payments)
- information about your entitlement to work in the UK.
- For the purpose of a job application APMS collects this information which might be contained in your submitted application form, CVs or resumes.
- Information may be obtained from your passport or other identity documents or collected through interviews or other forms of assessment including, but not limited to, driving licence checks, disclosure and barring (DBS) checks.
- We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and you provide us with the accompanying "explicit consent", you will be fully involved within this part of our processes.
- During the application process all your personal data will be stored as a hardcopy (original documents), ALL data information of this manner is stored securely with the APMS management team within secured locations and cabinets.

Why does APMS process personal data?

- APMS may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics, which relate to the equality act.
- We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.
- Due to the nature of our business, APMS requires full disclosure of ANY convictions, (we can then advise if we can continue with your application). APMS will gain your explicit consent to gain information related to your driving licence and criminal records, there are legitimate requirements set out to us by law due to the nature of our business, these applications are at cost to you.
- APMS has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom our vacancy is best suited at that time.
- We may also need to process data from job applicants to respond to and defend against legal claims.

- We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.
- In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.
- If your application is unsuccessful, APMS will destroy all information after six (6) weeks, however at **(YOUR REQUEST ONLY)** we can hold your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and **you are free to withdraw your consent at any time.** (to withdraw your consent please provide this in writing to our admin team or your interviewing manager)

How does APMS 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.

Who has access to your data?

- Your information may be shared internally for the purposes of the recruitment and recording exercise.
- This includes members of the APMS recruitment team, interviewers involved in the recruitment process and our admin team (where relevant).
- **We will never share your data with third parties**, however if your application for employment is successful and we plan to make you an offer of employment. We will then discuss with you what data we require to share. In these circumstances your data may be shared with former employers (to obtain references for you, employment background), and to obtain other necessary background checks. At this stage of the employment process we will discuss with you all information we intend to share (and why?) **we cannot/will not progress without your involvement and “explicit consent”**

What if I decide not provide personal data?

- You are under no statutory or contractual obligation to provide data to APMS during the recruitment process. However, if you choose not provide the information, we may not be able to progress and process your application without certain lawful criteria being met. (we are happy to advise you accordingly).

For how long does APMS keep my data?

- If your application for employment is unsuccessful, the organisation will destroy your information six (6) weeks after informing you of our decision.
- However, with your written request we can hold your data on file for 6 (six) months after the end of the relevant recruitment process. This will allow us to contact you for consideration for future employment opportunities.
- At the end of that period, **or once you withdraw your consent**, your data is deleted or destroyed. You will be asked or can request we retain your documentation, however in all cases you must make this request in writing. At this point ALL original copies will be uploaded on to the APMS data system and all originals will have already been destroyed. (APMS aims to provide a service by utilising as little paper as possible) similarly electronic documentation provides added security to all data held within APMS.
- If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice, which will form part of your contract of employment.

Your rights

- You can access and obtain a copy of your data on request;
- Request the organisation to change incorrect or incomplete data;
- Request the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and you change your mind and/or object to the processing of your data. where APMS is relying on its legitimate interests as the legal ground for processing.
- Following a successful interview and an offer of employment, you shall be issued with a contract of employment whereby the details regarding privacy and document retention shall differ from the recruitment process.

If you would like to exercise any of these rights, please contact the APMS ADMIN team and/or interviewing manager at the address provided.

The APMS recruitment process:

During your application process you are free to with-hold any information you require; however, we must advise that the more information you are willing to share will allow APMS ambulance service to review and shortlist candidates based upon their acquired and any transferable skills.

At each stage of completion, we will request only necessary and/or lawful information in order for your progression through our processes. You can refuse to provide personal information; however, this may impact upon our ability to process certain lawfully required elements of your application, therefore this may also impact on our overall decision. Please only complete the sections of the application form and or provide additional information **(if you are happy to do so)**.

APMS will review all applications on their own merit and make shortlisting decisions based on the information you have chosen to share. Shortlisting outcomes will be confirmed in writing.

Following a successful interview, APMS are required by law to perform appropriate background checks.

- We are required by law to check your eligibility to work within the UK.
- As roles within APMS require employees to drive an ambulance, we are required by law to check that you hold the relevant qualifications, any non-disclosed motoring convictions WILL affect your application progress.
- As we work with vulnerable people we are required by law to perform a (DBS) disclosure and barring check (or criminal records check). If you have not already disclosed any convictions upfront, again this will affect your application progress.
- Also, as part of our recruitment process we will request references from previous employers. APMS staff will discuss with you all information being requested and request your explicit consent to send this request. You have the right to refuse all and/or part of the disclosure of the requested information, you can make your wishes known on the associated consent forms.

We will only proceed to our background check stage (if you are successful) in gaining a provisional offer of employment. At this stage we will be clear and transparent about what information we will require, obtain and process. You are within your right to decline.

If at any stage throughout these processes you are unsuccessful and continuation is no longer necessary, we shall inform you of our decision and any information/documentation we hold about you will be held for a period of six (6) weeks and then destroyed. (unless you inform us otherwise in writing, explaining why you would like us to retain your information).

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioners office (ICO, ico.org.uk).



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