

## **Recruitment Activity (Excluding Medical Roles) for the Trust**

Recruitment Activity for the Trust (Excluding Medical Roles) has been outsourced to North London Partners Shared Services (NLPSS).

North London Partners Shared Services (NLPSS) is a corporate services collaboration of North London NHS trusts, providing recruitment services to its partners from a centralised hub.

The NLPSS works closely with partnering trusts to ensure we can recruit the right candidates and employ them as efficiently as possible by using our shared tools and platforms

### **Purpose of processing**

The purpose for the processing of the employee data is for recruitment administration processes and this includes:

- Reviewing all authorised vacancies and placing job adverts live on TRAC and NHS Jobs
- Requisitioning vacancies on ESR ( Electronic Staff Record System)
- Sending conditional offer letters to prospective employees

### Employment Checks

- Conducting pre-employment checks and logging onto TRAC and (ESR where appropriate )
  - D.1 Running pre-hire IAT ( Inter-Authority Transfer)
  - D.2 Requesting references
  - D.3 Checking professional registration
  - D.4 Sending ID check request
  - D.5 Returning documentation
  - D.6 Submitting ID documents
  - D.7 Storing documents
  - D.8 Verifying documents
  - D.9 Applying for visas ( Apply for the certificate of sponsorship/work visa as appropriate) via UK Visas and Immigration government web portal
  - D.10 Checking Disclosure and Barring Service (DBS) status
  - D.11 Checking Occupational Health status
  - D.12 Reviewing references
  - D.13 Booking start dates
  - D.14 Verifying starting salary
  - D.15 Issuing contract
- Booking start dates & inductions
- Issuing contracts of employment
- Processing honorary roles that have been submitted via TRAC

### Compliance

- Hiring new starters on ESR
- Sending new starters information to payroll provider ( NHS Shared Business Services)
- Issuing and reviewing reports to ensure overall team compliance with KPIs

**Source of data:**

The source System is TRAC which manages the recruitment for the Trust, the team will also update the trust Electronic Staff Records system (ESR) once a hire has been completed.

**Categories of recipient**

- All staff covered under Agenda for Change (Excludes Medical and Dental)

**Categories of Personal Data**

- Personal Details
- Address
- Date of Birth
- National Insurance
- Identity checks, right to work passport visa information
- Disclosure and Barring Service (DBS)
- Fitness for work information shared with Occupational Health Provider only – suitability report only shared with recruitment team.
- References from previous employment

**Legal basis of processing**

For GDPR purposes Camden and Islington NHS Foundation Trust's lawful basis for processing is Article 6(1)e '...exercise of official authority...' and article 6 (1) (b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

For the processing of special categories data the basis is article 9 (2) (b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or data subject in the field of employment and social security and social protection law in so far as it is authorized by Union or Member State law or a collective agreement pursuant to Member Law providing for appropriate safeguards for the fundamental rights and the interests of the data subject