

Data we require	Purpose - what are we going to do with it	Legal justification	Who will see your data	How long will we keep it for
Application form				
Personal Details	So we can communicate with you regarding the progress of your application	Mutual legitimate interest	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Proof of right to work	So we can comply with the Immigration Asylum and Nationality Act 2006	Statutory	Recruitment team, hiring managers & Home Office inspectors	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Driving license	So we can assess your suitability for the role	Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Source	So we can improve our recruitment process	Legitimate interest	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Tailored questionnaire	So we can assess your suitability for the role	Mutual legitimate interest	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Other information - other names	So we can fully complete our pre employment checks	Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Relationship to other members of Hft	So we can be fair and transparent in our selection process	Legitimate interest & Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Disability statement	So we can comply with the Equality Act & Disability Confidence	Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Criminal record declaration	So we can assess your suitability for the role & comply with CQC regulations where applicable	Legitimate interest & Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Skills, Knowledge & experience	So we can assess your suitability for the role & comply with CQC regulations where applicable	Legitimate interest & Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Education, qualifications & training	So we can assess your suitability for the role & comply with CQC regulations where applicable	Legitimate interest & Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Employment History	So we can assess your suitability for the role & comply with CQC regulations where applicable	Legitimate interest & Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Reference details	So we can assess your suitability for the role & comply with CQC regulations where applicable	Legitimate interest & Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Assessments				
Answers to interview questions & individual exercises	So we can assess your suitability for the role & comply with CQC regulations where applicable	Legitimate interest & Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Observers notes from group exercises	So we can assess your suitability for the role & comply with CQC regulations where applicable	Legitimate interest & Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed
Identifying and filling any gaps in your employment and education history	So we can assess your suitability for the role & comply with CQC regulations where applicable	Legitimate interest & Statutory	Recruitment team & hiring managers	6 months after the vacancy has been filled and 6 years after the end of your employment if you are appointed