



Why is it important to provide my personal demographic data and how is this used and stored?

It is natural to feel protective of your personal information, being asked to share your personal details can feel intrusive and sharing personal data can feel difficult for many reasons. This said, by sharing details about age, gender identity, being married or in a civil partnership, pregnancy or maternity, disability or long-term health condition, race, religion or belief, gender, and sexual orientation you can help us to understand our workforce and ensure that we are meeting the needs of our colleagues.

For colleagues, the benefits in sharing data include:

- Prompting a discussion about reasonable adjustments or other workplace support required for those with a disability or long-term health condition.
- Receiving targeted information about support or positive action initiatives, such as career development programmes or staff networks.
- Contributing to a pool of information that will help us monitor our workforce and meet the diverse needs of our colleagues, for example developing support initiatives to help any protected groups experiencing inequity.

At various stages of the recruitment and appointment process we will ask for personal details about who you are and your demographics.

We aim to collect data at our recruitment stage to help us to understand who is applying, being short-listed and recruited to jobs as part of our commitment to be an inclusive and representative employer. If your application is successful, we carry out 'pre-employment' checks, as part of our NHS onboarding process and your personal data is collected and processed.

Once you start working with us, you'll receive a request to provide, all of your personal data as a new starter. This is transferred electronically from your application form into the Electronic Staff Record system (ESR), which is a national computer system used by all NHS organisations, to manage your employee personal record, contact details, payroll and learning and development.

ESR data helps us to understand our workforce profile and ensure we can meet current and future needs of our employees. The data we will request includes:

- Basic personal details (name, dob, home address, emergency contact details, email, telephone numbers etc).
- Diversity and equal opportunities monitoring data (where you choose to provide this sensitive data), age, disabilities, gender, race, religion/belief and sexual orientation. Used for national NHS workforce annual statistics and monitoring.
- Bank account details, national insurance number and tax status.
- Experience, education, academic and professional qualifications.

- Previous NHS service and areas of interest/declarations of conflict and secondary employment.
- Information relating to specific individuals needs and reasonable adjustments).
- Additional information as part of our 'pre-employment' screening process (proof of right to work, visa, background checks, qualifications and professional status, employment history and references.
- ID photograph and relevant documents to verify your identity.

Use of personal and sensitive demographic data

Your personal data will be stored securely within a national HR system, is only available to a limited number of people and will only be used for the following purposes:

- To manage candidate profiles, sending you email notifications and other announcements, request additional information, or otherwise contact you about your application.
- To provide reasonable adjustments at interview and assessment stages
- At hire onboarding stage, when carrying out 'pre-employment' checks, (which vary from role to role, DBS, RTW, Professional Registration etc) and to ensure reasonable adjustments are considered if needed.
- To provide mandatory national NHS workforce statistical analyses and workforce profile reports. This will include Gender Pay Gap, Workforce Race and Disability Equality Standard and to meet our Public Sector Equality Duty reporting requirements.
- On occasions we carry out confidential internal analysis for monitoring progress across organisational functions, for example regarding usage of our career's websites, demographic analysis of new candidates, people taking up continuous professional development opportunities and analysis of candidate sourcing channels to help us take positive action to support under-represented groups.
- In very limited circumstances, to provide specific support, advice and guidance that may be relevant to you based on your needs/ demographics to manage risks or provide you with specific support. For example, some employee groups were at higher risk during covid and were prioritised for additional support.

We ask you to provide all your personal data and demographics when applying for a vacancy using Trac, the applicant tracking system, then re-check at the hire stage, and maintain your own personal data demographics annually using ESR employee self-service. Contact email for queries – recruitment@neas.nhs.uk.