



PRIVACY NOTICE FOR JOB APPLICANTS

Gertrude's Children's Hospital (Gertrude's) is committed to protecting the privacy of your personal information. This notice explains how we collect, use, and protect your data during the recruitment process.

1. Data Collection

We collect personal data from you when you apply for a position at Gertrude's. This data may be collected through various channels, including:

- Email
- Recruitment portal (<https://apps.gerties.org:8073/login>)
- Hard copy applications
- Third party recruitment agencies

The data we collect includes but is not limited to:

- Application letter
- Curriculum Vitae (CV)
- Education and Professional certificates
- Licensure (where applicable)

If you are shortlisted, we will collect further information during the recruitment process including:

- Interview assessments and summaries
- Certificate verification details (name, position, course, year of graduation)
- Referee contact information (name, organization, position, email address)

If you are offered and accept a position, we will collect additional data for onboarding and employment purposes:

- Certificates and licenses
- Date of birth
- ID/Passport number
- NSSF and NHIF details
- Postal address
- Email address
- Names of dependents and relationships
- Next of kin name and telephone number
- Uniform size and workstation (for specific roles)



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- Medical information, including medical examination results and vaccination records

2. Purposes of Data Processing

We process your personal data for the following purposes:

- To manage the recruitment process, including receiving and processing applications, shortlisting candidates, scheduling and conducting interviews, and making hiring decisions.
- To verify the accuracy of your information, including conducting certificate verification and reference checks.
- To conduct background checks where necessary and permitted by law.
- To communicate with you regarding your application.
- To comply with legal and regulatory requirements, including those related to employment and healthcare.
- To administer and manage employee records, including onboarding, payroll, benefits, and other HR functions (if you are hired).
- To ensure occupational health and safety, including the requirement for medical examinations and mandatory vaccinations.

3. Data Sharing

Your personal data may be shared with the following parties:

- Gertrude's employees involved in the recruitment process, including hiring managers, HR staff, and interview panel members.
- Third-party service providers who assist us with the recruitment process, such as recruitment agencies.
- Educational institutions for certificate verification.
- Referees for background checks.
- Government authorities and regulatory bodies as required by law.
- Medical professionals for pre-employment medical examinations and vaccination records.
- Pension scheme providers (e.g., Zamara) and medical cover providers for employee benefits administration (if you are hired).

4. Data Security

We take appropriate technical and organizational measures to protect your personal data against unauthorized access, use, or disclosure.



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5. Data Retention

If your application is unsuccessful, we will retain your personal data for [Insert Period] for future recruitment purposes, unless you request otherwise. If you are hired, your data will be retained as part of your employee record in accordance with Gertrude's data retention policies and applicable laws.

6. Your Rights

You have the right to:

- Access your personal data.
- Request correction of inaccurate or incomplete data.
- Object to the processing of your data on legitimate grounds.
- Withdraw your consent (where processing is based on consent).
- Lodge a complaint with the relevant data protection authority.

7. Contact Us

If you have any questions or concerns about this privacy notice or the processing of your personal data, please contact:

[Insert Contact Details - e.g., HR Department, Data Protection Officer]

8. Consent

By submitting your application, you acknowledge that you have read and understood this privacy notice and consent to the collection, use, and processing of your personal data as described herein