



FOREST PRACTICE PRIVACY NOTICE FOR RECRUITMENT

Statement

Dr Barnes & Partners are committed to ensuring that its recruitment process is fair, open and non-discriminatory, so that it selects appropriately qualified and experienced staff for new roles from both external and internal sources, and has a policy of developing existing staff to enable them to widen the scope of their roles, take on additional, more diverse duties, or change role completely.

The Practice ensures that its recruitment process always follows the principles and ethos of the Equality Act 2010.

Effective recruitment and selection is crucial to the continued success and progress of the Practice. This means finding people with the necessary skills, expertise and qualifications to deliver the Practice's objectives.

The following key principles set out the Practice's approach to recruitment:

- A continued commitment to equal opportunities in all recruitment and selection practices;
- Implementation of working policies which allow genuinely flexible ways of working which meet both the needs of the service, and those of the employee;
- Encouragement of managers to be creative in filling posts;
- Conducting a transparent, efficient recruitment process, built on current thinking and best practice, which always aims to take on people of the highest possible calibre and get them into post in the shortest possible time;
- Compliance with all statutory and regulatory requirements.

The Practice will ensure the following in all its recruitment and selection practices:

- Staff members are dealt with fairly and consistently in accordance with the Practice's agreed policies and procedures for recruitment and selection (*see separate "New Employee Recruitment, Selection, Interview & Appointment Policy & Protocol" and "Professional Qualifications & Registration Policy for New & Existing Staff" for full details*);
- Staff members who are part of the interview panel are trained in the Practice's recruitment and selection policies and procedures.