



MANAGEMENT ANSWERS

SELECTION PROCESS ACCURATE RECORDS AND CONFIDENTIALITY

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Candidate Name.....

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Explain why it is important that accurate records are kept during the selection process: and that confidentiality is maintained at all times

It is important that accurate records are kept during the selection process: and that confidentiality is maintained at all times.

NAME AND ADDRESS

The name and address, telephone number, mobile number can get in to the wrong hands and it may be that information is confidential, and as the majority of the candidates will not get the job, the information in the wrong hands could cause problems

MIX AND MATCH

If not careful, staff can have the application form for one person and the references for another. This could breach confidentiality as the references for another person may not be glowing, and possibly detrimental, and in the wrong hands could be devastating to an individual member of staff and possibly litigious if there is a breach of confidentiality

FINANCIAL INFORMATION

The application form may contain information such as bank details and national insurance codes, which in the wrong hands could be detrimental to the candidate if there was an attempt at financial fraud by someone using these details to get credit or loans, with the name and address above can give total details of the candidate and could also take on the possibility of identity fraud

SECURITY

All applications should be dealt within a secure environment, so all details should be in an area that is safe and secure with only appropriate individuals having access to the information. The area should be a locked environment and the documents stored in a locked cupboard.

DATA PROTECTION ACT

Anyone processing personal data must comply with the eight enforceable principles of good practice.

The data must be:

- fairly and lawfully processed;
- processed for limited purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept longer than necessary;
- processed in accordance with the data subject's rights;
- secure;
- not transferred to countries without adequate protection.

Personal data covers both facts and opinions about the individual. It also includes information regarding the intentions of the data controller towards the individual, although in some limited circumstances exemptions will apply.

With processing, the definition is far wider than before. For example, it, incorporates the concepts of ‘obtaining’, holding’ and ‘disclosing’.

CONFIDENTIALITY

All information regarding candidates must be recorded in the appropriate place, i.e. Staff Files, Diary, Computer Files. No information should be left unattended or in a place where others can view the information. Any Computer Files should be consistent with the Data Protection Act.

All records must be current, accurate, legible and appropriate at the time of writing or recording.

Only those who have a right to access information should be able to view it. Any unauthorised viewing is contrary to policy and a disciplinary offence. Any outside agency or internal employee must identify who they are and the reasons for their interest in the information

Any statement, verbal, written, sign language must be consistent with the need of that information and information should not be given outside of that need. All staff should be aware of the need for confidentiality and be sensitive to whom and why the information is given

Where information is given which is relevant outside of inter-personal communication, the individual giving the information to the other person must be made aware of the fact that the information will be given to any appropriate individual or organisation.

All records that carry confidential information should be stored securely and where appropriate, locked in a room or cupboard which has access only to those whom have authority to hold a key or enter that area.

