

## DATA PROTECTION STATEMENT

As a recruitment and consultancy company, Recruit2healthcare process personal data in relation to our own staff, work-seekers and individual client contacts. Recruit2healthcare is classed as a 'data controller' for the purposes of the Data Protection Act 1988.

Personal data means data which relates to a living individual who can be identified from the data or from the data together with other information, which is in the possession of, or is likely to come into possession of Recruit2healthcare .

We hold data on individuals for the following general purposes:

- Staff administration
- Advertising, marketing and public relations
- Accounts and records
- Administration and processing of work-seekers personal data for the purposes of work-finding services

It is vitally important that we abide by the principles of the Data Protection Act 1998 set out below. These require that data shall 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 subjects rights
- Kept securely
- Not transferred to countries outside the European Economic Area without adequate protection

More detailed information on our procedures can be found in our Privacy Policy, which is available to all candidates at first use of our services and can also be accessed via the Recruit2healthcare website.