

## Recruit2healthcare - Privacy Policy

Last updated	October 2021
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Recruit2Healthcare ask you to share information with us so that we can provide you with work-finding and related services. This policy describes how Recruit2Healthcare protects and makes use of the information that you provided the Company . It tells you what you can expect from us and how we will protect your rights.

### Who we are:-

Recruit2Healthcare is a recruitment and training agency which provides work-finding services to its clients and work-seekers. We specialise in the health sector, working with health care organisations (public and private sector).

We process information about you known as 'personal data' to enable us to carry out our business as a recruitment agency for the purposes of employment . **In doing so, the Company acts as a data controller (ICO reference number ZB339631). The company is also Cyber Essentials Certified ( IASME-043747)**

The registered office and operating office address :- 8b Bridgend Business Centre, Bennett Street. Bridgend. CF31 3SH. Tel: +441656661114

Our nominated representative can be contacted on [dataprotection@recruit2healthcare.com](mailto:dataprotection@recruit2healthcare.com)

### Where we collect your information

You may give us your personal details directly by registering and completing an application form or by corresponding with us via telephone, e-mail or otherwise. You may have applied for a job via a third-party website or job boards . Your information may also have been passed via your CV from sourcing from one of these sites.

### What information we need and why we need it

Recruit2Healthcare must have a legal basis for processing your data. We have a legitimate interest to process your personal data. Our legitimate interest is for providing work-finding services to candidates and recruitment services to clients and/or information relating to relevant roles or suitable candidates. This will include:

- Your name and contact details
- Your right to work status (and to take copies of your passport/other acceptable documents)
- Your National Insurance number ( where applicable )
- National identity cards
- Your skills, experience, and qualifications
- Details about the type of work you are looking for
- Your next of kin

- Whether you require any reasonable adjustments in the recruitment process
- Details from any references that are provided by the candidate.

We require specific consent to process sensitive personal data, including:

- Disability/Health
- Criminal Conviction

We may also use your personal data to communicate with you as part of our business; send you important information regarding changes to our policies, procedures or terms of business; share company news; allow you to participate in competitions or events or resolve complaints and manage any requests for data access or correction.

## **Who we share information with?**

Recruit2Healthcare may make personal data available to our service providers and data processors. This includes external third-party providers, such as accountancy and payroll software, IT systems and support and DBS processing companies. The Company does not transfer information you provide to us to Countries outside the European Economic Area (EEA) for the purposes of providing you with work-finding services.

Candidate data is shared (with your consent) with potential employers, to arrange interviews and secure a placement. Your personal data is required by law and/or a contractual requirement (\* see Appendix 1). You do not have to provide the information that we ask for, but it might affect our ability to source work opportunities if you do not.

The data you submit to Recruit2health as part of your job application may be downloaded and transferred to either the employer's own system or a 3<sup>rd</sup> party system where an employer chooses to complete the recruitment process using a different system. Employers may copy and hold some or all this data locally in their own systems as part of the recruitment process.

## **Social Media Platforms**

Communication, engagement, and actions taken through external social media platforms are custom to the terms and conditions, as well as the privacy policies, held with each social media platform.

## **How long do we hold your data?**

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep data for different periods of time.

The Conduct of Employment Agencies and Businesses Regulations 2003 require us to keep work-seeker records for at least 2 years from (a) the date of creation or (b) after the date on which we last provide you with work-finding services.

We must also keep any HMRC related records (payroll, holiday pay etc) for as long as it is legally required.

## **Cookies**

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows us to improve our site.

We may share demographic information with our clients. This is not linked to any personal information that can identify person.

## What are your rights?

All individuals have the following rights regarding their personal information (data):

- The right to be informed

You have the right to know what information we hold about you, what we are using it for, who we are sharing it with, how long we are keeping it and on what basis we are processing the data.

- The right of access

If you would like to see the records we hold on file for you, please contact [dataprotection@recruit2healthcare.com](mailto:dataprotection@recruit2healthcare.com)

- The right to rectification

If you believe we are holding incorrect information, please ask us to correct it.

- The right to erasure

You can ask us to remove your information from our records. If there is no legal requirement for us to keep them, we will remove your details. This will mean that we will not be able to contact you with any work opportunities in future.

- The right to restrict processing –

Instead of asking to be removed, you can ask us to stop processing it – so you can ask us to stop contacting you about work opportunities, for example.

- The right to data portability –

If you want to take your data to another organisation, please contact [dataprotection@recruit2healthcare.com](mailto:dataprotection@recruit2healthcare.com)

- The right to object –

You have the right to object to your data being processed based on legitimate interests, direct marketing, and processing for statistical purposes. We will stop processing your information immediately unless there are legal reasons for us not to do so.

- The right not to be subject to automated decision-making (including profiling) –

You have the right to object to automated decision-making. However, we do not use automated decision-making in our recruitment process.

## Data Breach

We will report any unlawful breach of any information we hold, or if any of our third-party processors inform us of issues, we will also report this to all relevant persons and authorities within 72 hours of the breach, if it is apparent that personal data stored in an identifiable manner has been stolen

## Changes to our privacy policy

Any changes we make to our privacy policy in the future will be posted on our website and where appropriate, notified to you by e-mail.

## Contact

Questions, comments and requests regarding this privacy notice are welcomed and should be addressed to [dataprotection@recruit2healthcare.com](mailto:dataprotection@recruit2healthcare.com)

## Appendix 1

Your data will be held securely and in accordance with the

- Data Protection Act 1998 (DPA)
  - EU Data Protection Directive 95/46/EC
  - General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council (GDPR)
  - Regulation of Investigatory Powers Act 2000
  - Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000
  - Electronic Communications Data Protection Directive 2002/58/EC
  - Privacy and Electronic Communications (EC Directive) Regulations 2003
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- [https://www.google.com/search?q=Data+Protection+Act+1998+\(DPA\)%2C&rlz=1C1AVFC\\_enGB774GB775&oq=Data+Protection+Act+1998+\(DPA\)%2C&aqs=chrome..69i57.4016040j0j7&sourceid=chrome&ie=UTF-8](https://www.google.com/search?q=Data+Protection+Act+1998+(DPA)%2C&rlz=1C1AVFC_enGB774GB775&oq=Data+Protection+Act+1998+(DPA)%2C&aqs=chrome..69i57.4016040j0j7&sourceid=chrome&ie=UTF-8)
  - <https://eur-lex.europa.eu/legal-content/en/TXT/?uri=CELEX%3A31995L0046>
  - [https://www.google.com/search?q=General+Data+Protection+Regulation+\(Regulation+\(EU\)+2016%2F679+of+the+European+Parliament+and+of+the+Council+\(GDPR\)\)&rlz=1C1AVFC\\_enGB774GB775&oq=General+Data+Protection+Regulation+\(Regulation+\(EU\)+2016%2F679+of+the+European+Parliament+and+of+the+Council+\(GDPR\)\)&aqs=chrome..69i57.862j0j4&sourceid=chrome&ie=UTF-8](https://www.google.com/search?q=General+Data+Protection+Regulation+(Regulation+(EU)+2016%2F679+of+the+European+Parliament+and+of+the+Council+(GDPR))&rlz=1C1AVFC_enGB774GB775&oq=General+Data+Protection+Regulation+(Regulation+(EU)+2016%2F679+of+the+European+Parliament+and+of+the+Council+(GDPR))&aqs=chrome..69i57.862j0j4&sourceid=chrome&ie=UTF-8)
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  - <https://www.legislation.gov.uk/uksi/2003/2426>