

## **HCR Healthcare Recruiters Privacy Notice**

*This Privacy Notice tells you what to expect in relation to your personal information about you which is collected, handled and processed by Healthcare Recruiters Limited.*

*This privacy notice is designed to provide information about our practices concerning the collection, use and disclosure of personal information in the course of registering to join, work assignments/ placements, internal and external audits and the maintenance and updates of personal information.*

*Healthcare Recruiters Limited will be the 'Data Controller' for the purposes of data protection law in relation to any personal information we hold about you.*

### ***The information about you we may collect, hold and process***

*A. Information collected and processed for finding you a suitable role is as follows:*

*Your name*

*Your address*

*Your email address*

*Your contact number*

*CV*

*Job preferences including job role, salary, hourly/rate, geographical areas*

*Any other work related information such as education, professional registration, training and qualifications*

*B. Additional Information in respect to individuals that have worked for us previously or may work for us is as follows:*

*Right to Work i.e. passport/ permits/ visas etc.*

*Date of birth*

*Next of Kin Details in case of an Emergency*

*National Insurance number*

*Full details of job offer and placements*

*Outcome of criminal record checks and security clearance for certain roles*

*Medical information (if required)*

*References*

*Financial information (including but not limited to payroll details and terms, HMRC data, pension scheme details, court orders, statutory payments)*

*A log of our communications with you including email and telephone*

*This information will have been provided, or will be provided, by you or a third party who we work with, such as a Job Board Company or another employment business or agency. In the case of references, these will be from your previous employer. Medical information may be supplied by a third party such as your GP, Consultant or Occupational Health. The outcome*

*of criminal record checks and security clearance checks, where relevant, will be supplied by the Disclosure and Barring Service or other external company applicable to the placement.*

### ***How we use the information***

*The above information is used to provide our services to you in our capacity as an employment business / employment agency to find you suitable work whether on a temporary or permanent basis based on your requirements.*

- *The information under A may be used as follows:*
- *To match your skill sets with job vacancies to assist in finding you the positions that most suit you*
- *To put forward your details to our clients and prospective employers for you to be considered for vacancies they may have*
- *To place you with our clients and prospective employers*
- *To keep you informed of available opportunities as they arise*
- *To keep you informed of the services offered by us*

*The information under B may be used as follows:*

- *To verify that you have the right to work in the UK*
- *To enable us to undertake relevant security and criminal record checks as required by our clients and prospective employers and as permitted by law*
- *To ensure that you are 'fit to work' and to identify any medical and health and safety issues relating to certain positions*

### ***How we hold the information***

*All the personal data we have is stored on our secure database in the UK. Our database is password protected and we have firewalls in place for added security. Paper documentation is uploaded on to our database and shredded. All paper information is carefully handled by an external disposal company known as 'Shred- IT'.*

### ***Disclosure of your information***

*Your CV and related information will be shared or sent to prospective employers and our clients. Once you have secured a placement additional information will be provided to them to enable the placement to proceed. Such employers and clients will be located inside the UK. Personal data shall not be transferred to a country or territory outside the UK.*

*Other trusted third parties that we may share your data with are as follows: HM Revenue and Customs, Government agencies such as the Department for Work & Pensions, pension scheme providers, legal advisors and other companies for the purpose of undertaking pre engagement checks for the role or for paying you. At times, clients may request updated*

*personal information. In addition to this, your data may be subject to external audits by third parties in accordance with compliance to our regulatory bodies.*

### ***What is the legal basis for processing the information?***

*We will rely on your consent to process the information set out in A, which is collected at the outset of the recruitment process.*

*Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.*

*In respect of medical information, the basis for us processing this will depend on the circumstances, but will usually be for one of the following reasons: it is necessary to protect health and safety or to prevent discrimination on the grounds of disability or where consent has been obtained, if required.*

*Information in relation to criminal record checks, which are relevant for some roles, will be processed on the basis that it is necessary for us to comply with the law or consent will be obtained, if required.*

*Once a position has been found for you, we will process your personal data in section B, including financial information, for the purpose of you entering into a contract to fulfil your role and to enable us to pay you, depending on the specific contractual arrangements and circumstances.*

*For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC.*

*Once a placement has been secured, we may also process your data on the basis of our legitimate interests i.e. for administrative purposes.*

*In addition to this right of access, when the GDPR comes into force, you will also have the following rights: erasure, restriction of processing, objection and data portability. We will update you further in connection with these rights when they come into force.*

### ***Removal of Consent***

*If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time. In order to do so you should contact us by emailing [info@hcr ltd.co.uk](mailto:info@hcr ltd.co.uk)*

*Healthcare Recruiters Limited*

*Healthcare Recruiters Limited is a Nursing Agency registered in the United Kingdom. Company Number – 3856182. Registered office is at 25A Winckley Square, Preston, PR1 3JJ.*

*Healthcare Recruiters Limited is regulated by healthcare frameworks HealthTrust Europe and The Collaborative Procurement Partnership. We are a member of the Recruitment and Employment Confederation.*

*We acknowledge and agree that any personal data of yours that we handle will be processed in accordance with all current data protection laws in force. With effect from 25 May 2018, the General Data Protection Regulations (“GDPR”) will come into force, which will change the law.*

*This privacy notice may change from time to time so we recommend that you review it periodically.*

### ***How do you manage my information?***

*We may from time to time appoint third party service providers, to help us manage efficient systems within the business. Some of these systems may for operational reasons be located in countries overseas [including the USA].*

*We will only transfer your information to service providers who help manage our systems, or overseas, where we are satisfied that this is lawful and that adequate levels of protection are in place to protect the integrity and security of any information being processed and in compliance with applicable privacy laws.*

*If we transfer your personal data to service providers outside the European Economic Area, then we will always use a lawful method to do so. In the case of transfers to the USA this may be either the “Privacy Shield” Program or an agreement in a form approved by the European Commission. In the case of transfers to other countries outside the European Economic Area then this will be an agreement in a form approved by the European Commission.*

### ***Updating Your Details?***

*If you would like to change any of your preferences relating to the way in which we may use your information for direct marketing, then send an email to [admin@hcr ltd.co.uk](mailto:admin@hcr ltd.co.uk) Alternatively, you can call on 01772 515 056.*

### ***How long will we hold your information for?***

*We have a system of retention periods in place to ensure that your information is only stored whilst it is required for the relevant purposes or to meet legal requirements. Where your information is no longer required, we will ensure it is disposed of or deleted in a secure manner.*

*If you have any questions in relation to our retention periods please contact us 01772 515 056.*

## **Your rights**

*You have the right to ask us at any time;*

- *to confirm whether we hold any of your personal data;*
- *to send you a copy of any personal data that we hold about you;*
- *to correct any inaccuracies in your personal data and to add relevant details where the personal data we hold is incomplete;*
- *to delete (to the extent possible) any of your personal data, where we are required by law to do so;*
- *to stop or restrict processing your personal data, where we are required by law to do so;*
- *to let you have a portable copy of the personal data we hold about you, where we are required by law to do so;*
- *to stop processing any of your personal data that we process on the basis of our legitimate interests; and*
- *to stop sending you marketing material. However please note that we may continue to send you service related (i.e. non-marketing) communications, such as emails relating to the services we provide.*
- *Where we have reached a decision that affects you by processing your personal data automatically then you have the right to speak to someone to discuss that decision.*
- *We do not use your personal data for the purpose of profiling.*
- *Where we process your personal data on the basis that you have given us your consent to do so then you may contact us at any time to withdraw your consent*
- *If you wish to exercise any of these rights, or wish to object to our use of your personal information, please write to us at the address given below.*

## **When do you monitor telephone calls?**

*We may from time to time record telephone calls you have with our staff for training purposes and to improve the quality of our service.*

## **How do we update this privacy notice?**

*We keep our privacy notice under regular review and we will place any updates on our webpage.*

## **Who can I contact if I have queries about this privacy notice?**

*You can also contact us directly if you have any questions about our privacy notice or information we hold about you.*

*Please write to us at the address given below.*

*Data Protection Team*

Or by email to: [info@hcr ltd.co.uk](mailto:info@hcr ltd.co.uk)

Or call on: 01772515056

If you are dissatisfied with our handling of any complaint you also have the right to raise concerns with The UK Information Commissioner: <https://ico.org.uk>