

Privacy Notice - Recruitment

This Privacy Notice explains how we collect, use, share and protect your Personal Data in a way that complies with UK Data Protection laws and respects your rights. Respect is one of our guiding principles here at Caron Group.

Further details about your rights are provided at the bottom of this Privacy Notice. Any reference to 'we', 'our' or 'us' in this Privacy Notice is a reference to the Caron Group care home and support services companies.

1) How we collect your Personal Data

We may collect your Personal Data in a number of ways:

- Application form
- CV / Resume
- Your identity documents
- During Interview

Once a job offer has been made to you (unless you confirm you are happy for us to do so in advance of a job offer), we may collect Personal Data from third parties such as:

- Previous employers
- Educational institutions attended by you
- Any third party nominated by you to provide a reference
- Disclosure and Barring Service and/or third parties who are registered to conduct background checks

We do not currently conduct any automated decision making or profiling as defined in Data Protection Laws

2) Our lawful basis for collecting your Personal Data

We only process your Personal Data if we have a lawful basis to do so, if the processing is necessary, reasonable and proportionate and in the way that we describe in this Privacy Notice.

Processing your Personal Data allows us to manage the recruitment process, assess your suitability for the role you are applying for and decide who to appoint to the role. We will process your Personal Data where:

- Legal obligation:** It is necessary for us to comply with the law, for example relating to your eligibility to work in the UK, or where we are required to make reasonable adjustments for you during the process because you have a disability.
- Contract:** The processing is necessary for us to enter into a contract with you if you accept a job offer from us.
- Legitimate interests:** The processing is necessary for our legitimate interests during the recruitment process.

3) The Personal Data we collect about you and why

Personal Data	Reason
Basic information about you such as your name, title, date of birth and marital status	To be able to identify you and to prepare a contract if your application is successful
Previous employment and educational information including qualifications, employment history, skills, experience and references	To make an informed recruitment decision for the benefit of Caron Group and the people we care for
Contact information e.g. address, telephone number, email etc.	In order that we can contact you for reasons relating to your application or employment, e.g. organisation of work, providing information about your employment and pay
Bank account and details	In order that we can pay you your salary etc.
National insurance number	So that we can process income tax and National Insurance deductions and report to HMRC
Emergency contact details	To enable us to contact a family member or friend in the event of an emergency relating to you

Personal Data	Reason
Identity documents (e.g. photo driving licence, birth/marriage certificate, utility bill, bank statement, P45/P60, work visa, passport, residence permit)	To comply with our legal duty to check an employee's identity, place of residence and their right to work in the UK
Disclosure and Barring Service check (e.g. information on unspent convictions and conditional cautions)	To make safer recruitment decisions when recruiting people working with vulnerable adults
General health information	To ensure your work duties do not have a direct impact on your health and so that we can prepare risk assessments to reduce the likelihood of causing further injury or harm
Short term health information e.g. fitness for work notes, absence records, accident reports	To make informed recruitment decisions for the benefit of Caron Group
Performance and conduct information, e.g. training records and certifications, appraisal and disciplinary records and letters	In order that we can contact you for reasons relating to your employment, e.g. organisation of work, providing information about your employment and pay

4) How long we store your Personal Data

If your application is unsuccessful, we will not keep your Personal Data for any longer than necessary, taking into account the highly regulated environment in which we work, for the protection of vulnerable adults. If your application is successful, we will keep your Personal Data on your human resources file and retain it for the duration of your employment with us, it will then be covered by a separate Privacy Policy for employees.

5) Who has access to your Personal Data that we collect

Your information may be shared internally for the purposes of the recruitment process; this includes human resources employees, Responsible Individuals for the care home in question, operation managers, home managers, lead nurses and home administration staff. As listed above, we share your Personal Data with third parties in order to obtain a background check such as criminal records or DBS disclosure.

6) How we store your Personal Data and keep it safe

Your Personal Data will be stored in either electronic format or hard copy format.

Hard copies will be held in locked filing cabinets, and we operate strict physical security at all of our sites in addition to ensuring all staff receive security and data protection awareness training.

Electronic Personal Data is stored securely, and access is limited to those members of Caron Group who require access to it in accordance with the reasons set out in this Privacy Notice.

7) Your Data Protection rights

- | | | |
|--|--|--|
| ○ The right to be informed about the collection and use of your Personal Data | ○ The right to access and receive copies of your Personal Data and other supplementary information | ○ The right to have inaccurate Personal Data rectified or completed if it is incomplete |
| ○ The right to have your Personal Data erased | ○ The right to have your Personal data restricted or suppressed | ○ The right to obtain and reuse your Personal Data for your own purposes across different services |
| ○ The right to object to the processing of your Personal Data in certain circumstances | <p><i>For further information on your rights please click here</i></p> | |

8) How to contact us

If you have any queries about this Privacy Notice, the way we handle your Personal Data, or you wish to exercise your Data Protection rights, please:

Write to us at: Data Protection Officer, First Floor, The Charter Building, Charter Place, Uxbridge UB8 1JG
Email us at: heretohelp@carongroup.wales