



## **Balmoral Healthcare Agency Privacy Statement 25<sup>th</sup> May 2018**

This statement is provided with the intention to comply with your right to be informed under the General Data Protection Regulation 25<sup>th</sup> May 2018.

Balmoral Healthcare Agency is strongly committed to protecting the personal data of our applicants, members and clients. This privacy statement describes how and why we collect and use personal data.

Throughout your membership and for as long as is necessary after the termination of your membership, the Organisation will need to process data about you for purposes connected with your membership, including your recruitment and termination of your membership.

The kind of data that the Organisation will process includes:

- any references obtained during recruitment
- details of terms of employment
- payroll details
- tax and national insurance information
- details of job duties
- details of health and sickness absence records
- details of holiday records
- information about performance
- details of any disciplinary investigations and proceedings
- training records
- contact names and addresses, date of birth
- Correspondence with the Organisation and other information that you have given the Organisation.
- Photographic IDS
- Proof of address

We are the controller and the processor of this information. This is done on the basis of your continued consent. Should you withdraw your consent, your data will then be retained and added to our 'Unsubscribed User' lists so that we are aware to no longer provide you with details and information relating to our services and shifts.

Balmoral Healthcare Agency believes that those records used are consistent with the employment relationship between Balmoral healthcare Agency and yourself and with the data protection principles. The data Balmoral Healthcare Agency holds will be for management and administrative use only but Balmoral Healthcare Agency may, from time to time, need to disclose some data it holds about you to relevant third parties (e.g. where legally obliged to do so by external regulatory bodies such as RQIA, Access NI, HM Revenue & Customs etc. or where requested to do so by yourself for the purpose of giving a reference).

In some cases, the Organisation may hold sensitive data, as defined by the legislation, about you. For example, this could be information about health, racial or ethnic origin, criminal convictions, trade union membership or religious beliefs. This information may be processed not only to meet the Organisation's legal responsibilities but, for example, for purposes of personnel management and administration, suitability for employment and to comply with equal opportunity legislation. Since this information is considered sensitive, the processing of which may cause concern or distress, you will be asked to give express consent for this information to be processed, unless the Organisation has a specific legal requirement to process such data.

You may submit a written request to obtain information under GDPR (2018), inspect and/or have a copy, subject to the requirements of the legislation, of information in your own personnel file and/or other specified personal data relating to you and, if necessary, require corrections should such records be faulty. In line with GDPR (2018), Balmoral Healthcare will fulfill the written request within a month of its submission. However, the Organisation reserves the right to extend the fulfillment period by an additional month. The Organisation shall write to you and advise the reasoning behind the extension.

The Organisation is entitled to change the above provisions at any time at its discretion.

The information collected will be used;

1. to provide our services to you;
2. to maintain our business relationship, where you are a user of our website, a client or a candidate;
3. to enable you to submit your CV for general applications, to apply for specific jobs ;
4. to match your details with job vacancies and shift opportunities to assist us in finding a position that is most suitable for you and to send your personal information (including sensitive personal information) to clients in order to apply for jobs and confirm shifts;
5. to answer your enquiries;
6. to fulfil contractual obligations with our clients

The information we wish to gather about you is collected on the grounds of;

- part of a statutory requirement
- a contractual requirement – (to meet company contractual obligations to clients and to also respond to marketing enquiries)
- Necessary to enter into the contractual arrangement.
- Legitimate business interests for processing data
- How long we will retain your information

We will keep this data for six years from the day the candidate leaves the agency or from the date following the conclusion of the recruitment procedure.

We will keep all payroll data for a period of six years from the last date the candidate worked.

We give you the option of submitting your CV via our website or by providing your CV to one of our consultants at our agency. You can do this either to apply for a specific advertised job or for consideration by our recruitment consultants (or internal HR Department) for positions as they become available. Your CV will be stored in the company database, and will be accessible by our recruitment consultants and internal Human Resources Team. You can update your CV at any time, simply by following the same procedure to submit a new CV. Your old CV will automatically be archived providing the submission details remain the same (for example you submit both CVs using the same email address or you advise the relevant contact of your new submission).

You have the right to be informed of fair processing information with a view to transparency of data. This statement is intended to fulfil that right. You have the right to access the information we hold. You should make such a request in writing to our Data Controller using the below contact information. We shall provide the data within one month. In exceptional cases we may extend this to three months. You will be notified within one month when we believe this to be an exceptional case requiring a longer period of compliance.

You have the right to request the information we hold is rectified if it is inaccurate or incomplete. You should contact our Data Controller and provide them with the details of any inaccurate or incomplete data. We will then ensure that this is amended within one month. We may, in complex cases, extend this period to two months. You have the right to erasure in the form of deletion or removal of personal data where there is no compelling reason for its continued processing. We have the right to refuse to erase data where this is necessary in the right of freedom of expression and information, to comply with a legal obligation for the performance of a public interest task, exercise of an official authority, for public health purposes in the public interest, for archiving purposes in the public interest, scientific research, historical research, statistical purposes or the exercise or defence of legal claims. You will be advised of the grounds of our refusal should any such request be refused. You have the right to restrict our processing of your data where you contest the accuracy of the data until the accuracy is verified. You have the right to restrict our processing of your data where you object to the processing (where it was necessary for the performance of a public interest task or purpose of legitimate interests), and we are considering whether our organisation's legitimate grounds override your interests. You have the right to restrict our processing of your data when processing is unlawful and you oppose erasure and request restriction instead. You have the right to restrict our processing of your data where we no longer need the data and you require the data to establish, exercise or defend a legal claim.

You will be advised when we lift a restriction on processing. You have the right to data portability in that you may obtain and reuse your data for your own purposes across different services, from one IT environment to another in a safe and secure way, without hindrance to usability. The exact method will change from time to time. You will be informed of the mechanism that may be in place should you choose to exercise this right.

You have the right to withdraw your consent at any time by emailing or posting us your confirmation.