

## APPLICANT PRIVACY NOTICE

Your privacy is very important to us. We have developed this Privacy Notice in order for you to understand how we collect, use, store, share, transmit, transfer, delete or otherwise process (collectively “process”) your Personal Data as a part of our recruitment processes. This Privacy Notice describes the measures we take to ensure the protection of your Personal Data. We also tell you how you can reach us to answer any questions you may have about data protection.

This notice applies to the organisations of **Prestige Nursing Limited** trading as **Prestige Nursing & Care** The Kirkgate, 19-31 Church Street, Epsom, Surrey, KT17 4PF, and **Prestige Nursing (Scotland) Limited** trading as **Prestige Nursing & Care** Rolland House Unit 10 Newbridge Industrial Estate, Cliftonhall Road, Newbridge, Scotland, EH28 8PJ.

This privacy notice will apply for all dimensions and activities, in all geographies where we operate, where the Data Protection Act 2018 or the UK General Data Protection Regulation apply.

Your personal information may be shared with other Elevate Care International (ECI) entities, where joint services are provided, for example HR, payroll, finance, legal and IT. Personal information is not shared outside of the EEA unless an appropriate safeguard is in place, for example, to a country that holds adequacy or where we implement EU model contractual clauses.

In this notice, “you” and “your” means any covered individual. “We”, “us”, “our” and “Prestige Nursing Ltd and Prestige Nursing (Scotland) Ltd” means Prestige Nursing Ltd and Prestige Nursing (Scotland) Ltd entities.

### THE KIND OF INFORMATION WE COLLECT ABOUT YOU, HOW WE USE IT AND THE LAWFUL BASIS

We currently collect and process the following personal information; this is necessary for us to manage your application effectively:

Purpose of Processing	Categories of Personal information	Legal Basis
To assess your skills, qualifications, and suitability for the role.	Contact details, civil status, identity, identification data, images (name, ID, etc.), CV, education, degrees, professional training, honours, etc.	Contract
To comply with legal or regulatory requirements.	Data relating to criminal convictions or offences (Criminal records, etc, where relevant to your role).	Legal Obligation
To carry out back- ground and reference checks, where applicable.	Health data, to assess the working capacity of the employee or to provide reasonable adjustments (where relevant to your role).	Legal Obligation
To allow our website to function effectively.	Cookies data (IP address, logs, etc.).	Consent
To contact you about future job opportunities.  If you do not wish to hear about future opportunities, please email <a href="mailto:privacy@prestige-nursing.co.uk">privacy@prestige-nursing.co.uk</a> .	Contact details.	Consent

## HOW WE COLLECT YOUR PERSONAL INFORMATION

We will collect your personal information based on the information you have provided to us in your curriculum vitae (CV) and covering letter or online registration as well as indirectly through the collection of third-party reference information.

## DATA SHARING

The security and confidentiality of your personal information is of great importance to us, therefore, we restrict access to your personal information only to members of our staff who need to have this information in order to process your application and/or to manage the applicant database. We will not disclose your personal information to any unauthorised third parties.

This means we only share your personal information with the relevant people within our organization, including the wider Elevate Care International Group. We do not authorise our service providers to use or disclose your data, except to the extent necessary to deliver the services on our behalf or to comply with legal obligations.

Furthermore, we may share personal information concerning you (i) if the law or a legal procedure requires us to do so, (ii) in response to a request by public authorities or other officials or (iii) if we are of the opinion that transferring data is necessary or appropriate to prevent any physical harm or financial loss or in respect of an investigation concerning a suspected or proven unlawful activity (iv) referring you to another organisation within the Elevate Care International family if you show interest to work for them.

## DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

## HOW WE STORE AND RETAIN YOUR PERSONAL INFORMATION

Purpose of Retention	Data Retention Period	Action
Management of your job application.	24 months for unsuccessful candidates. 6 years from end of employment for successful candidates.	Destroy

## YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **Your right to erasure** - You have the right to ask us to erase (delete) your personal information.
- **Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information.
- **Your right to object to processing** - You have the the right to object to the processing of your personal information.
- **Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you.

Your rights are subject to a certain set of conditions which comply with Data Protection Legislation. If you have any questions about your rights, please email us at [privacy@prestige-nursing.co.uk](mailto:privacy@prestige-nursing.co.uk).

## **CONTACT US**

If you have questions, comments and requests regarding this notice you can contact us at [privacy@prestige-nursing.co.uk](mailto:privacy@prestige-nursing.co.uk)

## **FURTHER INFORMATION**

This privacy notice specifically outlines the data privacy principles relating to the recruitment process when you apply to join our organisation. If your application is successful and you join our organisation, there are an additional set of principles.

You can visit the following link (<https://www.prestige-nursing.co.uk/privacy-policy/>) to familiarise yourself with the overarching privacy notice.