



APPLICANT PRIVACY NOTICE

Policy number BM9

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INTRODUCTION

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.

WHAT IS THE PURPOSE OF THIS PRIVACY NOTICE?

In this context, Prestige Nursing Limited acts as the "Data Controller," which means we are responsible under data protection legislation for informing you about how your personal data will be processed during your employment and after it ends. This Privacy Notice outlines how we handle your personal data when you apply for a role with us. It explains what data we collect, how we collect it, and how it is used, stored, and shared. It also informs you of your rights under applicable data protection laws.

We are committed to upholding all relevant data protection regulations and view compliance as a key element of maintaining trust with our employees and applicants.

Please read this Privacy Notice alongside any other privacy information we provide at the time of data collection or processing, to ensure you are fully informed about how and why your personal data is used. This Notice is intended to complement, not replace, any other notices you may receive.

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 background 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 Special Category Data - Article 9(2)(b) Employment, Social Security and Social Protection.
To allow our website to function effectively.	Cookies data (IP address, logs, etc.).	Consent Cookie Policy - Prestige Nursing & Care

To contact you about future job opportunities. If you do not wish to hear about future opportunities, please email privacy@prestige-nursing.co.uk.	Contact details.	Consent
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WHAT ARE OUR OBLIGATIONS TO YOU IN RELATION TO HOW WE PROCESS PERSONAL DATA?

We are required by law to ensure that when processing any of your personal data that it is:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept in a form which permits you to be identified for only as long as necessary for the purposes we have told you about.
- Kept securely.

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

To safeguard your personal data, we have implemented appropriate technical and organisational measures designed to ensure a secure IT environment and to respond effectively to any suspected data breaches. In the unlikely event of a breach, we will take prompt action to minimise any potential harm, and where legally required, we will notify both you and the relevant supervisory authority. While we take all reasonable steps to protect personal data once it is in our possession, please be aware that transmitting data over the internet (including via email) is not completely secure. Although we strive to protect your information, we cannot guarantee the security of any data transmitted to or from us. 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.	14 months for unsuccessful candidates. 6 years from the 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 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.

Right to complain - If you are unhappy with the way in which your personal information has been or is being processed, you have the right to make a complaint about it directly to us. All complaints we receive will be taken seriously, with acknowledgement made within 30 days of receipt. We will then aim to provide a formal response without undue delay. If you would like to raise a complaint to us you can contact us at privacy@prestige-nursing.co.uk.

However, if you remain unhappy with how we have responded to your complaint, this can be raised to the Information Commissioner's Office (ICO). They can be contacted at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
www.ico.org.uk

CONTACT US

If you have questions, comments and requests regarding this notice you can contact us at 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.

ASSOCIATED DOCUMENTS & LEGISLATION

Prestige Nursing & Care policies
Individual Rights
Data Protection
Subject Access Request

REVIEW SCHEDULE

This policy will be reviewed on a minimum of a yearly basis or as required.

Version	Date	Changes by	Approved by	Updated from previous Version
V1	21/05/2025	S Ghent	DPAS	New policy
V.1.	19/08/2026	DPAS	DPAS	Update