

Privacy notice

Please read this privacy policy carefully; it explains how Brunelcare collects, stores, uses and protects the personal data provided by you when you use this website and online recruitment portal. If you choose to submit information you agree to the use of this data in accordance with this statement.

By entering your personal data you are permitting Brunelcare to process this information for recruitment purposes, necessary to perform a contract or to take steps, at your request, before entering a contract. Data may be held on servers in other jurisdictions, but only if sufficient safeguards are in place to protect your rights.

Brunelcare has taken all appropriate organisational and technical measures to ensure that your privacy is protected in line with data protection legislation. Your data may only be accessed by authorised personnel from Brunelcare and data processors working on our behalf. Your data will not be shared with third parties unless you have provided us with your unambiguous consent to do so, or if we are legally required to disclose this information.

What information do we collect from you and why?

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name, address, email, telephone number
- CV (if applicable)
- Equal opportunities monitoring information (defined as special categories data)
- This information is purely for statistical analysis and monitoring purposes, you will not adversely affect your application if you choose to leave these questions unanswered.
- Answers to questions around your recruitment preferences. This may include special category data to establishing whether or not you require any reasonable adjustment for the interview.
- Answers to application questions
- Any other information you wish to provide in support of your application

Why do we collect this information and who do we share it with?

Details you provide in this application:

- Will be held on our systems and may be downloaded by us
- Will be used to deal with your application
- Will be made available to us and our processors

- Will be used for communication with you regarding the vacancy
- Will be used to satisfy legal requirements
- Will be used for statistical analysis
- Will be held and may be used to contact you about other vacancies

By agreeing to this privacy statement, you are allowing us to form a contract that will mean we can use your details and information presented so that we can assess your suitability for employment with us and carry out our statistical analysis.

You will be offered an opportunity to opt in to giving all Brunelcare recruiters access to this data so they may contact you for other opportunities that may be suitable. You will also be given the option to opt in to receiving automatic notifications about vacancies that may be of interest to you. You will be able to change your preferences at any time.

How long do we keep hold of your data?

You can deactivate your account at any time. When your account has been dormant for twelve months you will be sent an email asking you if you like us to keep your information for another year. If you ignore this opt in your candidate account will be deactivated one month later. Once an account is deactivated only irrevocably anonymised data will be kept on our systems.

How can I access the information you hold about me?

If you choose to register you can access your profile and change or withdraw details at any time. You have the following rights in relation to the data you provide us with:

• The right to be informed

You have every right to know exactly why we process your personal information, whom we may share it with and how long we keep it. This notice and our overarching data protection and privacy policy will answer most of such questions. Please [contact](#) us if you require more information!

• The right of access

You have the right to submit a Subject Access Request (SAR) in order to get a copy of the information we hold about you.

• The right to withdraw your consent, the right of erasure and the right to object

It's your data and we respect that! If you withdraw your consent, ask us to erase your data or otherwise tell us to stop processing your data we will do so, unless we have a lawful and sufficiently strong overriding legitimate interest or if there are legal or regulatory obligation that would make this impossible. In such a case, we will not process more personal data than is required under the circumstances.

• The right to rectification

Please tell us if information we hold about you is inaccurate or out of date!

• The right of data portability

The information you provide us with in your candidate profile can be downloaded in XML format, which is structured, commonly-used and machine readable. Formally the right of data portability will

normally not apply to other employee data, but do let us know if we can help.

- **You have the right to lodge a complaint**

If you don't agree with the way we process your personal data you will hopefully [contact](#) us first, we would do our best to deal with your concern. However, you have the right to complain to the Information Commissioner's Office ([ICO](#)), or to seek recourse through the courts.

Please contact our governance department, dataprotection@brunelcare.org.uk if you have any questions or concerns about the way we process your personal data.

Changes to this privacy policy

We reserve the right to modify or amend this privacy statement at any time and for any reason. If such changes could reasonably be perceived to have an adverse effect on your rights in relation to your personal data you will be contacted prior to such a change taking effect.

By ticking the box, you state that you have read and understood this privacy notice.