

## Rushcliffe Care Applicant Privacy Statement

### 1. INTRODUCTION

This careers website is operated by and on behalf of Rushcliffe Care Group - including its affiliates, divisions, business units and subsidiaries.

Rushcliffe Care Group is committed to protecting the privacy of anyone who applies for employment or other engagement with Rushcliffe Care Group ("Applicants").

We set out below information regarding Rushcliffe Care Group's collection, analysis, disclosure and other use of Applicants' personal information. If you accept employment with or are otherwise engaged by Rushcliffe Care Group we will, of course, collect more information about you and make other uses of your information – this will be explained to you at the commencement of your employment.

### 2. INFORMATION COLLECTED FROM APPLICANTS

#### Where do we collect information from?

Rushcliffe Care Group collects information about Applicants in the course of the recruitment process. Some of this information is collected directly from you (for example, in forms that you are asked to complete, or in interviews or through the completion of tests). Other information is generated automatically when you use or otherwise interact with Rushcliffe Care Group's systems (for example, our website logs IP addresses, the type of operating system that your computer uses, the type of browser software you use, and the pages you access); or provided to us by third parties (for example, recruitment agencies, referees and educational institutions), including by third party service providers or publicly available sources for anti-money-laundering, background checking and similar purposes, and to protect our business and comply with our legal and regulatory obligations.

#### What types of information do we collect?

The information we collect about Applicants includes:

- basic information about yourself, such as name, contact details and gender, image and information provided to verify your identity
- information regarding your employment and educational history, any role or roles for which you are applying or being considered and your relevant personal interests, attributes and career aspirations and plans
- other information about yourself that you provide in a CV or similar document
- subject to applicable law, information regarding racial or ethnic origin, age, gender, religious or other philosophical beliefs, sexual orientation and disability, which we collect for equality of opportunity monitoring purposes, only with your explicit consent

Generally, you should assume that, if we ask you for information, we need it for our recruitment purposes. In some cases, we may not be able to consider your application if you cannot provide information that we request. There may be occasions where we need information to comply with a legal obligation, or conversely where provision of information is entirely optional and would not affect your application – we will let you know if this is the case.

### 3. OUR USE OF YOUR INFORMATION

How do we use the information we collect about you?

We use applicant information in accordance with applicable law to manage the recruitment process and assess you for employment or other engagement, to monitor and improve our recruitment processes and for related purposes (including equality of opportunity monitoring), compliance with law and regulation, ensuring the security of our business and purposes relating to legal claims made by or against us.

What happens if your application is unsuccessful?

If you are unsuccessful in your application, we may also retain your applicant information and use it to assess your suitability for future positions and roles within the organisation (see section 6 for further details), with your consent or where required by applicable law.

Will we ask for your consent?

We are entitled to use, disclose and otherwise process applicants' (and former applicants') information as described in this notice because we need to do so for the purposes set out above. We do not rely on applicants' consent to collect, use or otherwise process their personal information other than in exceptional circumstances where our processing is genuinely optional (for example, collection of certain information for equality of opportunity monitoring as discussed above in section 2) in those circumstances we will ask for your consent.

### 4. DISCLOSURE OF APPLICANT INFORMATION

Who do we disclose your information to?

Rushcliffe Care Group may disclose applicant information, where reasonably necessary for the various purposes set out in section 3, to:

- recruitment agencies working with us in relation to your potential recruitment
- other service providers processing applicant information on our behalf in the course of supporting our business and operations
- a person who takes over our business and assets, or relevant parts of them
- other Rushcliffe Care Group entities
- third parties to whom Rushcliffe Care Group is required to disclose information by law or regulatory requirement (including litigation counterparties)
- competent regulatory and prosecuting authorities

If you give us names of potential referees, we may disclose the fact that you are applying to work with us to them when we ask them for references.

### 5. INTERNATIONAL DATA TRANSFERS

## Transfers of EEA personal information

If your personal information is collected or processed by a Rushcliffe Care Group entity within the European Economic Area (the "EEA") or the United Kingdom (the "UK"), you should be aware that the disclosures described above may include transfers of your personal information to recipients outside the EEA or the UK, including recipients in countries (such as the United States) which do not have data privacy laws as strict as those in the EEA and the UK. Personal information transferred to Rushcliffe Care Group entities in the United States is protected by the commitments made by Rushcliffe Care Group through its participation in the EU-US Privacy Shield discussed below. Where your personal information is transferred to other Rushcliffe Care Group entities, or to third party service providers, in countries without strict data privacy laws, the information will be protected by data transfer agreements in the appropriate form approved for this purpose by the European Commission – if you would like further information about these agreements, or to see a copy of any of them, please contact us at [privacy@rushcliffecare.co.uk](mailto:privacy@rushcliffecare.co.uk)

## 6. RETENTION AND DELETION

### How long will we retain your information?

We will generally retain information about you throughout the recruitment process. Subject to applicable law, some information will be retained after the process ends, either because you are employed or otherwise engaged by us or, if your application is withdrawn or unsuccessful, because we retain information in case you apply to work for us again (or a suitable position within the Rushcliffe Care group becomes available) or a recruitment-related dispute arises between us. Subject to applicable law, we will delete or restrict/discontinue the processing of personal data when it is no longer needed after the recruitment process ends in accordance with their own policies and in accordance with applicable law.

As a general principle, we do not retain Applicant information (except in anonymised / statistical form) for longer than we need it, given the purposes for which it is held.

You may contact Rushcliffe Care Group at [privacy@rushcliffecare.co.uk](mailto:privacy@rushcliffecare.co.uk) for more information on our record retention periods.

## 7. RIGHTS AND QUESTIONS

### What rights do you have in respect of the information we hold about you?

With limited exceptions, Applicants have legal rights including the right to be given copies of the personal information that we hold about them and to require inaccurate information to be corrected. In some circumstances you can also require us to delete (or stop making active use of) your personal information.

### Who should you contact about this notice?

If you wish to exercise any of these rights, would like to see copies of any of the agreements referred to in section 5 or have other questions about our Applicant information processing or related policies, please contact [privacy@rushcliffecare.co.uk](mailto:privacy@rushcliffecare.co.uk)

### Can you make complaints to the data protection authority?

If your personal information is collected or processed by a Rushcliffe Care Group entity within the EEA or the UK, you also have the right, at any time, to lodge a complaint about our processing of your personal information with its or your local data protection authority.