

Recruitment Privacy Notice

Health and Independence Care Ltd

Health and Independence Care Ltd is committed to protecting the privacy and personal information of all job applicants. This Recruitment Privacy Notice explains how we collect, use, store, and protect your personal information throughout the recruitment process in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1. Who We Are

Health and Independence Care Ltd (Company Number: 17091803) acts as the "Data Controller" for the personal information we process during the recruitment process.

- **Office Address:** 27 Harcourt Road, Thornton Heath, Surrey, CR7 6BY
- **ICO Registration Number:** ZC152455
- **Data Protection Officer :** Ana-Cornelia Fola (Director)
- **Contact Email:** info@healthandindependencecare.co.uk

2. What Information We Collect

During the recruitment process, we may collect and process the following types of personal information:

- **Personal Identification:** Full name, address, and contact details (telephone number and email address).
- **Professional Background:** Curriculum Vitae (CV), employment history, qualifications, and professional registrations.
- **Legal Compliance:** Right to work documentation (e.g., passports, visas) and identity documents.
- **Safer Recruitment:** Employment references and Enhanced Disclosure and Barring Service (DBS) information where required for the role.
- **Assessment Data:** Interview notes and results from any recruitment assessments.

3. Why We Collect Your Information

We use your information to facilitate a safe and effective recruitment process, specifically to:

- Assess your suitability for the role and employment.
- Verify your identity and right to work in the UK.
- Obtain necessary employment references.
- Carry out safer recruitment checks to ensure the safety of our service users.
- Communicate with you regarding interviews and application updates.
- Meet our legal and regulatory obligations, including Care Quality Commission (CQC) standards.

4. Lawful Basis for Processing

We process your personal information under the following lawful bases defined by the UK GDPR:

- **Contractual Necessity:** To take steps at your request before entering into an employment contract.
- **Legal Obligation:** To comply with statutory requirements, such as right to work checks and safeguarding regulations.
- **Legitimate Interests:** For our legitimate interests in identifying and recruiting suitable staff to manage business operations.
- **Regulatory Requirements:** To meet specific health and social care provider standards.

5. Sharing Your Information

We do not sell your personal information. Information is only shared when necessary with:

- **Disclosure and Barring Service (DBS):** For required background checks.
- **Professional Bodies:** To verify registrations or qualifications.
- **Referees:** To verify your employment history and character.
- **Service Providers:** Systems supporting our recruitment and business operations.
- **Regulatory Authorities:** Such as the CQC or law enforcement where required by law.

6. Data Security and Storage

We take appropriate technical and organisational measures to protect your personal information against unauthorised access, loss, misuse, or disclosure. Recruitment records are stored securely in encrypted digital systems or locked physical storage and are only accessible to authorised personnel involved in the recruitment process.

7. Data Retention

- **Successful Applicants:** Your recruitment information will become part of your personnel record and is retained in accordance with our staff records retention procedures.

- **Unsuccessful Applicants:** We normally retain recruitment records for up to 6 months after the process has ended, unless a longer period is required by law or you provide consent for us to keep your details for future opportunities.

8. Your Rights

Under UK GDPR, you have the right to:

- Access the personal information we hold about you.
- Request the correction of inaccurate or incomplete information.
- Request erasure of your data where applicable.
- Request the restriction of, or object to, certain types of processing.
- Lodge a complaint with the Information Commissioner's Office (ICO).

9. Review of This Notice

This Recruitment Privacy Notice will be reviewed regularly and updated to reflect changes in legislation or recruitment practices.

Last Updated: 3 Aug 2026