

# GDPR / Data Protection Notice

Please retain these initial three pages for your records.

**Dear Applicant,**

## **Thistle Manor, Roefield Specialist Care Limited Fair Processing Notice – Applicant**

When Thistle Manor, Roefield Specialist Care Limited processes your personal data we are required to comply with the Data Protection Act 1998 (“**DPA**”) up to and including 24 May 2018, and from 25 May 2018, the General Data Protection Regulation 2016 (“**GDPR**”) (the DPA and GDPR are together referred to as the “**Data Protection Legislation**”).

Your personal data includes all the information we hold that identifies you or is about you, for example, your name, email address, postal address, date of birth, location data and in some cases opinions that we document about you, as well as special categories of data including, but not limited to, medical and health records and information about your religious beliefs, ethnic origin and race, sexual orientation and political views.

Everything we do with your personal data counts as processing it, including collecting, storing, amending, transferring and deleting it. We are therefore required to comply with the Data Protection Legislation to make sure that your information is properly protected and used appropriately.

This fair processing notice provides information about the personal data we process, why we process it and how we process it.

### **Our responsibilities**

Thistle Manor, Roefield Specialist Care Limited is the data controller of the personal data you provide. We have appointed Jonathan Haworth as Data Protection Officer and they will have day to day responsibility for ensuring that we comply with the Data Protection Legislation and for dealing with any requests we receive from individuals exercising their rights under the Data Protection Legislation.

### **Information Collected and how we will use it?**

Information you give Thistle Manor, Roefield Specialist Care Limited: You may give us information about you by completing enquiry forms on the website or by requesting via the website that we send you marketing information or add you to our newsletter mailing list. The information you give us may include your name, email address, address/location and phone number. As an applicant, when submit your CV or application form to Thistle Manor using an email address provided on the website then this information will be handled as per the retention periods detailed below.

We will retain this information while we are corresponding with you or providing services to you or to a Service User you represent. We will retain this information for the required period under the Records Management Code of Practice for Health and Social Care, if you are an applicant and not offered a position following your application, your information will remain on record for a period of 12 months from the date you applied. If you contact us through our website, using the Contact Us template, we will message you every 24 months to clarify if you wish for your personal information to be retained on our records.

Information Thistle Manor, Roefield Specialist Care Limited collects about you: Thistle Manor, Roefield Specialist Care Limited may collect the following information from you when you visit the website:

- Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; and
- Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from the website (including date and time), products you viewed or searched for, page response times, website errors, length of visits to certain pages, page interaction information, methods used to browse away from the page and any phone number used to call our helpline

We retain this information for 12 months.

### **Why do we process your personal data?**

We process your personal data for HR, employment and administrative purposes. We need your personal data to make sure you have all you need to be able to work at Thistle Manor, Roefield Specialist Care Limited, to make sure you are safe and

secure at work and to make sure you receive all the benefits and rights to which you are entitled.

The Employment Rights Act 1996 requires us to obtain certain personal data from you, such as your name. Without it, we may be unable to offer you employment. We may need other personal data from you to be able to enter into a contract with you and provide you with all the information you need. Again, if we do not receive that personal data from you, we may be unable to offer you employment or fulfil our obligations to you as your employer.

We process most of your information on the grounds of our legitimate interests (i.e. our employment of you and fulfilling our obligations as your employer). We may also rely on the fact that we need to process your personal data to fulfil our contract with you or to comply with a legal obligation. If we process special categories of data about you we will usually do so on the basis that the processing is necessary as part of your employment with us.

If none of the grounds set out above applies, we will obtain separate consent from you to the processing of your personal data. You can withdraw your consent at any time. This won't affect the lawfulness of any processing we carried out prior to you withdrawing your consent.

### **Who will receive your personal data?**

If successful and employed, we would only transfer your personal data to the extent we need to. Recipients of your personal data include:

- Peninsula Group Limited (our human resources legal team). *If required through our disciplinary procedures*
- An appointed legal firm. *If required through our disciplinary procedures*
- NEST Pension Services. *Unless you have opted out of the company pension scheme.*

We don't transfer your personal data outside of the EEA.

### **How long will we keep your personal data?**

If successful and employed, we will retain your personal data for 6 years, beginning from the date that you leave the company. If you are an applicant and not offered a position following your application, your information will remain on record for a period of 12 months from the date you applied. We retain your information for this period in case any issues arise or in case you have any queries. Your information will be kept securely at all times. Following the end of the 6 year period, your files and personal data we hold about you will be permanently deleted or destroyed. If we are required to obtain your consent to process your personal data, any information we use for this purpose will be kept until you withdraw your consent, unless we are entitled to retain the personal data on the basis of other grounds set out in the Data Protection Legislation.

### **What are your rights?**

You benefit from a number of rights in respect of the personal data we hold about you. We have summarised the rights which may be available to you below, depending on the grounds on which we process your data. More information is available from the Information Commissioner's Office website (<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>). These rights apply for the period in which we process your data.

#### **1. Access to your data**

You have the right to ask us to confirm that we process your personal data, as well as having the right to request access to/copies of your personal data. You can also ask us to provide a range of information, although most of that information corresponds to the information set out in this fair processing notice.

We will provide the information free of charge unless your request is manifestly unfounded or excessive or repetitive, in which case we are entitled to charge a reasonable fee. We may also charge you if you request more than one copy of the same information.

We will provide the information you request as soon as possible and in any event within one month of receiving your request. If we need more information to comply with your request, we will let you know.

#### **2. Rectification of your data**

If you believe personal data we hold about you is inaccurate or incomplete, you can ask us to rectify that information. We will comply with your request within one month of receiving it unless we don't feel it is appropriate, in which case we will let you know why. We will also let you know if we need more time to comply with your request.

#### **3. Right to be forgotten**

In some circumstances, you have the right to ask us to delete personal data we hold about you. This right is available to you:

- Where we no longer need your personal data for the purpose for which we collected it

- Where we have collected your personal data on the grounds of consent and you withdraw that consent
- Where you object to the processing and we don't have any overriding legitimate interests to continue processing the data
- Where we have unlawfully processed your personal data (i.e. we have failed to comply with GDPR); and
- Where the personal data has to be deleted to comply with a legal obligation

There are certain scenarios in which we are entitled to refuse to comply with a request. If any of those apply, we will let you know.

#### **4. Right to restrict processing**

In some circumstances, you are entitled to ask us to suppress processing of your personal data. This means we will stop actively processing your personal data but we don't have to delete it. This right is available to you:

- If you believe the personal data we hold isn't accurate – we will cease processing it until we can verify its accuracy
- If you have objected to us processing the data – we will cease processing it until we have determined whether our legitimate interests override your objection
- If the processing is unlawful; or
- If we no longer need the data but you would like us to keep it because you need it to establish, exercise or defend a legal claim

#### **5. Data portability**

You have the right to ask us to provide your personal data in a structured, commonly used and machine-readable format so that you are able to transmit the personal data to another data controller. This right only applies to personal data you provide to us:

- Where processing is based on your consent or for performance of a contract (i.e. the right does not apply if we process your personal data on the grounds of legitimate interests); and
- Where we carry out the processing by automated means

We will respond to your request as soon as possible and in any event within one month from the date we receive it. If we need more time, we will let you know.

#### **6. Right to object**

You are entitled to object to us processing your personal data:

- If the processing is based on legitimate interests or performance of a task in the public interest or exercise of official authority
- For direct marketing purposes (including profiling); and/or
- For the purposes of scientific or historical research and statistics

In order to object, you must have grounds for doing so based on your particular situation. We will stop processing your data unless we can demonstrate that there are compelling legitimate grounds which override your interests, rights and freedoms or the processing is for the establishment, exercise or defense of legal claims.

#### **Automated decision making**

Automated decision making means making a decision solely by automated means without any human involvement. This would include, for example, an online credit reference check that makes a decision based on information you input without any human involvement. It would also include the use of an automated clocking-in system that automatically issues a warning if a person is late a certain number of times (without any input from HR, for example).

We don't carry out any automated decision making using your personal data.

#### **Your right to complain about our processing**

If you think we have processed your personal data unlawfully or that we have not complied with GDPR, you can report your concerns to the supervisory authority in your jurisdiction. The supervisory authority in the UK is the Information Commissioner's Office ("ICO"). You can call the ICO on 0303 123 1113 or get in touch via other means, as set out on the ICO website - <https://ico.org.uk/concerns/>.

#### **Any questions?**

If you have any questions or would like more information about the ways in which we process your data, please contact *Catherine Haselden, Senior Finance and HR Manager* or *Jonathan Haworth, Data Protection Officer*.

**CONFIDENTIAL**

POSITION APPLIED FOR: \_\_\_\_\_

# Application for Employment

This form will be kept in accordance with the Data Protection Act (1984). You are advised that you have the right of access to information from this application form. The home aims to satisfy the needs of its residents by providing equal opportunities for applicants irrespective of their sex, age, marital status, racial or ethnic origin, physical disability, sexual orientation, religious beliefs or political opinions.

## Personal Details

Surname:	_____		
First Name:	_____		
Address:	_____ _____ _____		
Post Code:	_____	Home telephone no:	_____
		Mobile telephone no:	_____
Email Address:	_____		
How Long At This Address:	_____ years		

## Education and Training

Complete the table below with all relevant qualifications gained. Use the same line for all qualifications of the same level that were gained at the same establishment or timescale e.g. GCSE's

Name / Address of Establishment	Subject / Qualifications Gained and Grade	From	To



## References

Please provide details of 3 referees who can provide information relating to your competence in this job role, one of whom should be your present or most recent employer.

1. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Telephone No \_\_\_\_\_  
May we approach them prior to interview? \_\_\_\_\_  
How long have you known the referee? \_\_\_\_\_  
When was the last time you saw this person? \_\_\_\_\_  
In what capacity did you know this person? \_\_\_\_\_

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2. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Telephone No \_\_\_\_\_  
May we approach them prior to interview? \_\_\_\_\_  
How long have you known the referee? \_\_\_\_\_  
When was the last time you saw this person? \_\_\_\_\_  
In what capacity did you know this person? \_\_\_\_\_

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3. Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Address: \_\_\_\_\_  
Organisation: \_\_\_\_\_  
Telephone No \_\_\_\_\_  
May we approach them prior to interview? \_\_\_\_\_  
How long have you known the referee? \_\_\_\_\_  
When was the last time you saw this person? \_\_\_\_\_  
In what capacity did you know this person? \_\_\_\_\_

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Have you received any disciplinary action or had any complaints made against you? If so please state circumstances. \_\_\_\_\_

Please indicate below if you are currently or have ever been the subject of an investigation by your governing body (e.g. NMC for nurses)

Answer (give details)

## Rehabilitation of Offenders Act 1974

By virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) (Amendments) Order 1986, the provisions of section 4.2 of the Rehabilitation of Offenders Act 1974 do not apply to any employment which is concerned with the provision of health services and which is of such a kind as to enable the holder to have access to the persons in receipt of such services in the course of his/her normal duties.

Do you possess or have you ever possessed a criminal conviction

Choose an answer

Have you ever been subject to any conditional discharge, bindovers or cautions

Choose an answer

If **Yes** please give details below.

**N.B.** Disclosure will be sought from the Criminal Records Bureau and if the declaration is found to be false, it could result in the termination of your employment.

Provide Details or state N/A

### Declaration

- I confirm that I am over 18 years of age, and that I am eligible to work in the United Kingdom.
- I confirm that to the best of my knowledge, the information on this completed application form is true and correct.

Signature:

Typed name will class as signature

Date: Type Date

# Application Form

## Question 1:

**Describe your understanding of Thistle Manor - what we do and the purpose of the organisation?**  
(max. 300 words)

Answer

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## Question 2:

**Explain why you feel you would be a suitable candidate for this role?**  
(max. 400 words)

Answer

Thank you for applying for this role. We will contact you regarding an interview if you have been successful at this stage.