

## **General Data Protection Regulation Privacy Notice Job Applicants**

At Sunderland Home Care Associates, we are committed to protecting and respecting your personal information.

Recent changes in the Data Protection Act means we have to let you know how we collect information from you, how we use it and how we keep it safe.

Please read the following carefully to understand our practices regarding your personal information. If there is anything you do not understand then please contact us.

### **Who we are**

Sunderland Home Care Associates  
Elliott House  
Mainsforth Terrace West  
Hendon  
Sunderland  
SR2 8JX

Registered Company Number: 02927759

ICO Registration Number: Z4979584

### **What is personal information?**

Personal information is information such as your name, address, racial or ethnic origin, bank details or medical information. It is sometimes known as personal data.

### **How we collect personal data?**

We collect data either directly from yourself in your application form. We may collect your data from third parties such as recruitment agencies and former employees to also help us with our recruitment process.

### **How we use your data and who can access it?**

We collect your personal information to help us with our recruitment process.

We will hold your data for as long as necessary. If your application is successful then we may need to collect further personal data such as bank details in order to pay you. If your application is unsuccessful then your personal data will be destroyed after 3 months.

## **Your Rights:**

- You have the right for this information to be deleted sooner providing there are no legal reasons for it not to be deleted.
- You have the right to ask us to move your information to another organisation if you leave us.
- You have the right to see what information we hold on you. This is called a Subject Access Request.
- You have the right to be told in clear, transparent terms about what is happening to your data
- You have the right for us to correct any inaccurate data
- You have the right to restrict the processing of data if you have any concerns
- You have the right to stop us from processing data

We will never sell or share your data for marketing purposes and we do not use automated decision making.

If you would like your personal information deleted, moved or to make a Subject Access Request then you must inform us in writing at:

Sunderland Home Care Associates  
Elliott House  
Mainsforth Terrace West  
Hendon  
Sunderland  
SR2 8JX

## **How do we keep your personal data safe?**

We have a number of policies and procedures in place which help us to keep your personal data safe and these are reviewed annually. All staff have training in these policies and procedures. All paper copies of your data are stored in locked filing cabinets in locked rooms. All electronic copies of your data are stored on computers with passwords and only members of staff with special permissions have access to it.

If you would like to know more about our policies and procedures on Data Protection then please contact us.