

Applicant Privacy Notice

Our contact details

	The Good Care Group	Oxford Aunts	Cherished Home Care
Address	120 Leman Street, London, E1 8EU	Unit 12 Oasis Business Park, Eynsham, Oxford, OX29 4TP	120 Leman Street, London, E1 8EU
Phone number	020 3728 7575	01865 519088	020 3728 7575
Email	privacy@thegoodcaregroup.com	privacy@oxfordaunts.co.uk	privacy@cherishedhomecare.co.uk

This notice supports our privacy principles and informs you of how we collect, store, and use your personal information during the recruitment process when you apply to join our organisation. It also outlines your rights in relation to your personal data in accordance with the Data Protection Act 2018.

The kind of information we collect about you, how we use it and the lawful basis

We currently collect and process the following information, this is necessary in order for us to manage your application effectively:

Purpose	Categories of Personal Data	Legal Basis
<ul style="list-style-type: none"> Management of your job application 	<ul style="list-style-type: none"> Civil status, identity, identification data, images (name, ID, etc.) Professional life (e.g. professional email address) CV, education, degrees, professional training, honours, etc. Data relating to criminal convictions or offences (Criminal records, etc.) Health data Dietary preferences Personal life habits (daily routines, hobbies, etc) Data revealing racial or ethnic origin Connection data (IP address, logs, etc.) 	<ul style="list-style-type: none"> Legitimate interest Performance of the employment contract (pre-contractual measures) Legal obligation Consent Substantial public interest (Equality of opportunity or treatment)

How we collect your personal information

We will collect your personal data directly via a data collection form on our website (the information that you tell us) as well as indirectly through the collection of third-party reference information (when we ask your references for information about you to support your application).

Data sharing

The security and confidentiality of your personal data is of great importance to us, therefore, we restrict access to your personal data only to members of our staff who need to have this information in order to process your application and/or to manage the applicant database. We will not disclose your personal data to any unauthorised third parties. This means we only share your personal information with the relevant people within our organisation which may include authorised persons who work primarily for The Good Care Group London Limited, Oxford Aunts or Cherished Home Care, who may perform, or support the performance of activities essential to the safe and effective operation of our businesses.

We do not authorise our service providers to use or disclose your data, except to the extent necessary to deliver the services on our behalf or to comply with legal obligations. Furthermore, we may share personal data concerning you (i) if the law or a legal procedure requires us to do so, (ii) in response to a request by public authorities or other officials or (iii) if we are of the opinion that transferring data is necessary or appropriate to prevent any physical harm or financial loss or in respect of an investigation concerning a suspected or proven unlawful activity (iv) if you show interest in working for another organisation within the regional group of businesses.

How we store and retain your personal information

Your information is securely stored on our applications where we have implemented appropriate technical and organisational measures to protect your personal data against accidental or unlawful alteration or loss, or from unauthorised use, disclosure or access. This means that we have measures in place to ensure that the data we store on our systems is safe and secure.

We will only keep your personal data for a period which does not exceed the period necessary for the purposes in which your personal data were collected and processed. Data retention periods are outlined on the following chart;

	Purpose	Data Retention Period	Action
Candidate application			
	Management of your job application	12 months for unsuccessful candidates. 6 years from the end of employment for successful candidates.	Destroy

Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase (delete) your personal information*.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information*.

Your right to object to processing - You have the the right to object to the processing of your personal information*.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you*.

*Your rights are subject to a certain set of conditions which comply with Data Protection Legislation. If you have any questions about your rights you can contact us.

Contact Us

If you have questions, comments or requests regarding this notice you can contact us at privacy@thegoodcaregroup.com

Further Information

This privacy notice specifically outlines the data privacy principles relating to the recruitment process when you apply to join our organisation. If your application is successful and you join our organisation, there are an additional set of principles.

You can visit the following links (<https://www.thegoodcaregroup.com/privacy/> or <https://www.oxfordaunts.co.uk/privacy-policy/> or <https://www.cherishedhomecare.co.uk/privacy/>) to familiarise yourself with how we respect your privacy and your certain rights related to any personal information we collect from you as part of your ongoing employment with us.