

APPLICANT PRIVACY POLICY

This policy describes how we collect and use personal information about you during the recruitment process when you apply to join our organisation.

Your personal information may be shared with other Sodexo entities within the UK where joint services are provided, for example HR, payroll, finance, legal and IT. Otherwise, personal information may be shared within the Sodexo Group of Companies in the EEA (European Economic Area) only where necessary. Personal information is not shared outside of the EEA without an adequacy ground which will usually be the use of EU model contractual clauses.

For this policy, the Sodexo entity which employs or contracts with you is the Data Controller, this will be:

The Good Care Group London Limited 120 Leman Street, London, E1 8EU

The Good Care Group Scotland Limited Roland House 10 Cliftonhall Road Newbridge Midlothian EH28 8PJ

The entity is referred to as **The Good Care Group** in this policy

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

We currently collect and process the following personal information; this is necessary for us to manage your application effectively:

Purposes	Categories of Personal information	Legal Basis
<ul style="list-style-type: none"> Assess your skills, qualifications, and suitability for the role. Comply with legal or regulatory requirements. Carry out background and reference checks, where applicable. Management of your recruitment process. 	<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. (Where relevant to your role) Data relating to criminal convictions or offenses (Criminal records, etc.) (Where relevant to your role) Health data <ul style="list-style-type: none"> Where relevant to the role to assess the working capacity of the employee or to provide reasonable adjustments Data revealing racial or ethnic origin. <ul style="list-style-type: none"> Collected for monitoring, promoting and reporting on equal opportunities and diversity purposes Connection data (IP address, logs, etc.) 	<ul style="list-style-type: none"> Legitimate interest Performance of the employment contract (pre-contractual measures) Legal obligation and employment law purposes (Where relevant) Consent Equality of opportunity or treatment purposes

How we collect your personal information

We will collect your personal information based on the information you have provided to us in your curriculum vitae and covering letter or online registration as well as indirectly through the collection of third-party reference information.

Data Sharing

The security and confidentiality of your personal information is of great importance to us; therefore, we restrict access to your personal information 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 information to any unauthorised third parties.

This means we only share your personal information with the relevant people within our organisation. 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 information 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) referring you to another organisation within the Sodexo family if you show interest to work for them.

Data Security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

How we store and retain your personal information

We will only keep your personal information for a period which does not exceed the period necessary, in line with our Data Retention Schedule (copy available on request), for the purposes in which your personal information was collected and processed.

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 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 use this webform to exercise your rights, please click here: [One Trust Form](#)

Contact Us

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

Further Information

This policy 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 link (<https://www.thegoodcaregroup.com/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.