

## Introduction

By applying for a role with NRS Healthcare, you are agreeing to share your data with NRS Healthcare, this will only be used for the recruitment process.

NRS Healthcare is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently. This privacy policy sets out the types of data that we hold on you.

## Data controller details

NRS is registered as a data controller, meaning that it determines the processes to be used when using your personal data. Our registration details with the information commissioner's office (ICO) are:

**Registration number:** Z9286493  
**Date registered:** 23 November 2005  
**Payment tier:** Tier 3  
**Data controller:** Nottingham Rehab Limited  
**Address:**  
Sherwood House, Cartwright Way  
Forest Business Park  
Bardon Hill  
Coalville  
Leicestershire  
LE67 1UB  
**Data Protection Officer:**  
Sherwood House, Cartwright Way  
Forest Business Park  
Bardon Hill  
Coalville  
Leicestershire  
LE67 1UB  
wedgell@nrs-uk.co.uk  
01530232255

## Data protection principles

In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for delivery of the services you require
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

## Types of data we process and why we process them

NRS will only collect and process the necessary information required to perform the services above. Typically, that includes the information in the table below:

Information	Justification
Full name, address and contact details including email address and phone number	To contact and interact with you as part of the recruitment process and enable NRS to enter into a contract with you should you be successful in your application
Equal opportunities monitoring information (provision of this is optional)	To support NRS in meeting equal opportunity obligations
Details of your qualifications, skills, experience and employment history	To support your application and allow NRS to ensure you have the relevant qualifications, experience and skills for the role
Your CV	To support your application and allow NRS to ensure you have the relevant qualifications, experience and skills for the role
Whether you have a disability or have any specific requirements at application and interview	To ensure NRS can support your application and ensure any requirement for reasonable adjustments can be met
Details of criminal convictions and offences	To ensure the safety of our customer base, many of whom are vulnerable
Your eligibility to work in the UK	To comply with our legal obligations as an employer

## How we collect your data

We collect data through total jobs, recruitment agencies, other job boards and friends and family (refer a friend). Further information may be collected directly from you when you are contacted regarding an application.

The information is usually provided to us via our website <https://www.nrshealthcare.com/> Indeed (<https://uk.indeed.com/>) who have their own privacy policy which can be found at <https://www.indeed.com/legal?hl=en&redirect=true> and Total Jobs (<https://www.totaljobs.com/browse-jobs>) who have their own privacy policy which can be found at <https://www.totaljobs.com/about/privacy-policy>

## Sharing your data

Your data will be shared within NRS when necessary to support the recruitment process, this includes members of the HR and Recruitment teams, interviewers and hiring managers.

In addition to the above, we may disclose your personal data where such disclosure is necessary for compliance with a legal obligation to which we are subject, or in order to protect your vital interests or the vital interests of another natural person.

The organisation will not transfer your data outside the European Economic Area.

## Protecting your data

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented an ISO 27001:2013 certified system in order to provide assurances to our customers and employees alike.

Where we share your data with third parties, we provide written instructions to them to ensure that your data are held securely and in line with GDPR requirements. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

## How long we keep your data for

In line with data protection principles, we only keep your data for as long as we need it, which will be at least for the duration of the recruitment process for the role you have applied. Thereafter, information will be retained for 6 months from the date of application upon your consent, to allow NRS to approach you about alternative roles that may be of interest to you. Should you be successfully appointed to a role, your data will be transferred to your employee file.

## Automated decision making

Recruitment decisions are not based solely on automated decision-making.

## Your rights in relation to your data

The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request. Please be as specific as you can be regarding the information you require.
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.



NRS considers legitimate interest as the lawful basis under which we will be processing your data. This allows NRS to process applications for roles effectively ensuring candidate suitability for roles that have been applied for. Where you have given consent to NRS to process your data, you have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent.

If you wish to exercise any of the rights explained above or have questions on the basis of lawful processing, please contact Will Edgell (details at the end of the document).

### **Making a complaint**

The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you should contact the Data Protection Officer. Should you be unsatisfied with the response you are able to make a complaint to the ICO.

### **Data Protection Officer**

The Company's Data Protection Officer is Will Edgell. His contact details are as follows:

Email: [wedgell@nrs-uk.co.uk](mailto:wedgell@nrs-uk.co.uk)

Telephone: 01530 232255