

# 24Hrs CareStaff Application form

**Return this form to:**

compliance@24hrscarestaff.com

**Position Applied for:**

CARER / NURSES

**Reference Number:**

**Personal Details**

<b>Name</b>	Title:
	Forename(s):
	Surname:
<b>Contact Information</b>	Address:
	Postcode:
	Email:
	Tel No. (Home):
	Tel No. (Mobile)

**Basic Details**

DOB	
NI	
DBS Number / Update Service Number	
Nationality	

**Driving Licence**

	Yes:		No:	
	Type of Licence:			
	Expiry Date:			
Number of Penalty Points:				

### Are there any restrictions on you taking up Employment in the UK?

	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>
	If Yes, Please Provide Details:			

### Next of Keen Details

	Name	
	Phone and email	
	Address	
	Relationship	

### Education

	Schools/College/University Name	Qualifications Gained

### Employment History (please complete in full and use a separate sheet if necessary)

<b>Last/Current Employment</b>	Name of Employer:	
	Address:	
	Dates of Employment:	
	Job Title:	
	Duties:	
	Rate of Pay:	
	Reason for Leaving:	
	Notice Period:	
<b>Previous Employment #2</b>	Name of Employer:	
	Address:	
	Dates of Employment:	
	Job Title:	

	Duties:
	Rate of Pay:
	Reason for Leaving:
<b>Previous Employment #3</b>	Name of Employer:
	Address:
	Dates of Employment:
	Job Title:
	Duties:
	Rate of Pay:
	Reason for Leaving:

Work Preference	
<b>Position applying for Carer / Nurse</b>	
<b>Shift Preference Day / Night</b>	
<b>Full time / Part time</b>	
<b>Are you LTD or self employed</b>	
<b>Do you drive</b>	
<b>How Many Miles you are willing to travel to cover shift</b>	

Uniform								
<b>Please write "Yes" on the appropriate uniform size.</b>	Small    Medium    Large    XL    2XL    3XL    4XL    5XL							
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**References** (please note here two persons from whom we may obtain both character and work references)

<b>Character Reference</b>	Title:			
	Forename(s):			
	Surname:			
	Address:			
	Postcode:			
	Contact No. and Email ID:			
	May we approach the above prior to interview?	Yes		No
<b>Professional Reference</b>	Title:			
	Forename(s):			
	Surname:			
	Address:			
	Postcode:			
	Contact No. and Email ID:			
	May we approach the above prior to interview?	Yes		No

**Your Medical History**

**Do you have any of the following or are your activities either at work or home still being affected by the condition?** Please tick YES or NO and give further details continue on a separate piece of paper if necessary – please provide dates and outcomes, and impact on current health. Please give us as much detail as possible as this will reduce the need for us to contact you for by phone for additional information.

	Health Issue	YES	NO	Details / Dates if YES
1	Heart disease (including High Blood Pressure)			
2	Lung disease including COPD and Asthma			
3	Have you ever suffered from HAVS, Raynaud's			

	Disease or Carpal Tunnel Syndrome?			
4	Recurrent kidney or bladder disorder			
5	ME / CFS or a post viral fatigue syndrome			
6	Recurrent Back, Joint or Muscle pain requiring more than over the counter medication	..	.	.
7	Recurrent ear / nose / throat disease or hearing loss			
8	Fits / blackouts / faints or loss or consciousness	....		..
9	Diabetes: diet, tablet or insulin controlled			
10	Skin disease e.g. dermatitis, psoriasis etc.		.	
11	Eye disease / visual problems / colour blindness	....		..
12	Recurrent Migraine / severe headaches			
13	Depression/anxiety or other mental health issues including stress	....		..
14	Alcohol or drug misuse / dependency (including 'legal highs')			
15	A serious Accident that still impacts on your activities either at work or at home	..	.	.
16	Are you at present taking medication?			

17	Are you waiting for any medical treatment or investigations, assessments etc?			
18	Have you lost time from work or school due to illness in the past two years?			
19	Have you ever left a post on grounds of ill- health?			
20	Any other health condition / issue that you believe occupational health should know about?			
21	Do you have a condition that may impact on your ability to carry out your current role that has or may require adjustments either now or in the future?			

**Declaration:**

I certify that the information I have given is true to the best of my knowledge and I understand that any deliberate material inaccuracy may result in the termination of my contract.

I agree to notify 24hrscare Staff of any change in my health which may affect my ability to undertake my job safely either for myself or others.

I understand that an Occupational Health record will be created and held confidentially by 24hrscare staff Agency in accordance with the provisions of the Data Protection Act 2018.

If 24hrscare Staff hold previous occupational health records for me relating to former employment, I agree to 24hrscare Staff agency accessing these records.

I understand that if any adjustments are necessary as a result of this assessment, 24hrscare Staff will discuss these with me before making them to my employer.

If you choose to see a written copy first, we will email this to you using the email address you provided above. Please keep a note of the passcode provided by your manager on the front of this form to allow you to access any adjustments recommended.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Declaration** (please read this carefully before signing this application)

1. The regulation 4 of working Time Directive requires that a worker's average time spent at work does not exceed 48 hours within 1 week, unless the worker agrees to exceed this limit. I hereby confirm that I am willing to opt out the working time Directive. I understand that I can opt out of this agreement at any time by providing 24hrscare Staff trading of Samcare provider ltd with a notice.
2. If you choose not to opt out of working Time Directive that is your responsibility to make sure that you do not exceeded working more than 48 hours per weeks.

Name:		Date:	
Signed:			

**Declaration** (please read this carefully before signing this application)

1. I declare that all information provided to 24hrscare staff trading of Samcare Provider Ltd is true and accurate and has not presented in any way to mislead or misinform. I agree that if I have giving mislead information or omitted information which may affect my ability to work, 24hrscare staff can cease to offer me work with immediate effect.
2. I am not aware of any condition, medical or otherwise that would affect or limit my performance of work, other than information provided. Including information provided in the occupation health questionnaire.
3. I hereby give permission for 24hrscare staff and its subsidiaries to apply for and Enhanced DBS check and I declare that I have not withheld any information which may be later disclosed by the DBS.
4. I hereby give permission for 24hrscare staff and its subsidiaries to obtain all my occupation health reports, qualifications and training information where necessary.
5. I hereby give permission for 24hrs CareStaff and its subsidiaries to contact the UKBA to perform a check on my Biometric Residence Permit.
6. I acknowledge that my personal details will be stored and used by 24hrscare staff and its subsidiaries in strict accordance with the Data protection Act 2018. I agree that all information provided to 24hrscare Staff can be 'made available for audit /review by relevant third parties.
7. I hereby agree to immediately notify 24hrscare Staff and its subsidiaries of any changes to my circumstance or personal information including changes in my health, charges, or investigation at work, changes to my DBS record or suspensions by my regulatory body.
8. I hereby agree that I will comply with 24hrscare Staff Uniform Policy.

9. I hereby agree that I will act in professional manner at all times when presenting 24hrscare Staff and I will fully comply with the instructions and duties allocated to me during each placement. I will immediately inform 24hrscare Staff if any complaint is made against me whistle on placement for 24hrscare Staff.
10. I understand that it is my responsibility to ensure that my skills and knowledge are up to date and that I will always endeavour to carry out my duties and responsibilities to the best of my knowledge and ability.
11. I agree to abide by Data protection Act 2018 with regard to all information about 24hrscare Staff and its subsidiaries, clients, candidates, patients and any other third party /parties that would be deemed to be outside of my job description. I will not discuss/ disclose any information either verbally or in writing and if I am unsure about how treat any information I shall immediately 24hrscare Staff seniors for clarification.
12. I agree that will abide by code of professional conduct thereby set out. This code incorporates the code of conduct set out by the Regulatory bodies the NMC, GMC and HCPC. I therefore agree that I will: respect patients of the client and treat them as individual, Obtain consent before given any treatment or care, Respect confidentiality, work with others as a team, Maintain my professional knowledge and competence, be trustworthy, Act to protect patients by identifying and minimising risk and Abide by the rules and regulations of the department in which I work.

Name:		Date:	
Signed:			

**Covid19 Declaration** (please read this carefully before signing this application)

1. I am fully personally responsible for my own safety and actions while and during my participation and I recognise that I may be in any case be at risk of contracting COVID-19.
2. With full knowledge of the risk involved, I hereby release, waive, discharge the organisation, its board, officers, independent contractors, affiliates, employees, representatives, successors, and assigns from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly arising out of or related to any loss, damage, injury, or death, that may be sustained by me related to COVID-19 while participating in any activity while in, on, or around the premises or while using the facilities that may lead to unintentional exposure or harm due to COVID-19.
3. I agree to indemnify, defend, and hold harmless the Organization from and against any and all costs, expenses, damages, lawsuits, and/or liabilities or claims arising whether directly or indirectly from or related to any and all claims made by or against any of the released party due to injury, loss, or death from or related to COVID-19.

By signing below I acknowledge that I have read the foregoing Liability Release Waiver and understand its contents; that I am at least eighteen (18) years old and fully competent to give my consent; That I have been sufficiently informed of the risks involved and give my voluntary consent in signing it as my own free act and deed; that I give my voluntary consent in signing this Liability Release Waiver as my own free act and deed with full intention to be bound by the same, and free from any inducement or representation.

This waiver will remain effective until laws and mandates relevant to COVID-19 are lifted.



Name:		Date:	
Signed:			

Reference Checking Consent and Authorization Form (please read this carefully before signing this application)

1. I have applied for employment with the 24hrs CareStaff trading of Samcare provider Ltd and have provided information about my previous employment. I authorize the 24hrs CareStaff to conduct a reference check with my present and/or previous employer(s). I understand that reference information may include, but not be limited to, verbal and written inquiries or information about my employment performance, professional demeanour, rehire potential, dates of employment, salary and employment history.
2. My signature below authorizes my former or current employers and references to release information regarding my employment record with their organizations and to provide any additional information that may be necessary for my application for employment to the 24hrs CareStaff, whether the information is positive or negative. I knowingly and voluntarily release all former and current employers, references, and the 24hrs CareStaff from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the 2hrs Carestaff.
3. I further authorize the 24hrs CareStaff to obtain feedback and references from my supervisors over the course of my employment with the 24hrs CareStaff. I understand that subsequent and continued employment with the 24hrsCare may be subject to this feedback.
4. This form may be photocopied or reproduced as a facsimile, and these copies will be as effective as a release or consent as the original which I sign.

Name:		Date:	
Signed:			

GDPR Variation to Terms and conditions (please read this carefully before signing this application)

**1. Important information about changes to your current employment documentation due to the introduction of new data protection laws**

- The General Data Protection Regulation (GDPR) will come into force in the UK on 25th May 2018 through a new Data Protection Act. We are committed to the principles of data security outlined in the GDPR and ensuring our compliance with our data protection obligations.
- We have set out below some changes that are required because of the new laws, including a set of new policies that will come into effect on 25th May 2018.

**2. Changes to your employment documentation**

2(1) We have reviewed our current position in relation to GDPR and have identified new policies which are needed or which must replace existing ones. This law, and the UK's own new Data Protection Act, will replace current data protection laws. Therefore, any references to the Data Protection Act 1998 in your current contractual documentation are,

by way of this document, replaced with a reference to the General Data Protection Regulation and the Data Protection Act in force from time to time.

2(2) Our new policies are set out below and will come into effect from 25th May 2018:

- Data protection policy
  - Communications policy
  - Policy on your rights in relation to your data
  - Data breach notification policy
  - Subject access request policy
3. We have also implemented new privacy notices to be effective from 25th May 2018, which set out what personal data we use and how we use it:
- Privacy notice for employees
  - Privacy notice for job applicants

Changes to your current Employee Handbook/Statement of Main Terms of Employment

1. The following clause in your employee handbook, 'DATA PROTECTION ACT 1998' is, with effect from 25th May 2018, replaced with:

#### **4. DATA PROTECTION**

1. The General Data Protection Regulation (GDPR) and the current Data Protection Act regulate our use of your personal data. As an employer it is our responsibility to ensure that the personal data we process in relation to you is done so in accordance with the required principles. Any data held shall be processed fairly and lawfully and in accordance with the rights of data subjects.

- We will process data in line with our privacy notices in relation to both job applicants and employees.
- You have several rights in relation to your data. More information about these rights is available in our "Policy on your rights in relation to your data". We commit to ensuring that your rights are upheld in accordance with the law and have appropriate mechanisms for dealing with such.
- We may ask for your consent for processing certain types of personal data. In these circumstances, you will be fully informed as to the personal data we wish to process and the reason for the processing. You may choose to provide or withhold your consent. Once consent is provided, you are able to withdraw consent at any time.
- You are required to comply with all company policies and procedures in relation to processing data. Failure to do so may result in disciplinary action up to and including dismissal.

2. The following clause in your employee handbook, 'THIRD PARTY INVOLVEMENT' is, with effect from 25th May 2018, replaced with:

#### **5. THIRD PARTY INVOLVEMENT**

We reserve the right to allow third parties to chair any meeting, for example disciplinary, capability, grievance, this is not an exhaustive list. We will seek your consent at the relevant time to share relevant 'special categories of data' where it is necessary for the purposes of that hearing.

6. The following clauses in your employee handbook, 'DISCLOSURE AND BARRING CERTIFICATES', and 'POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION' are, with effect from 25<sup>th</sup> May 2018, replaced with:

**7. DISCLOSURE AND BARRING CERTIFICATE(S)**

- Your initial employment is conditional upon the provision of a satisfactory Disclosure and Barring Certificate of a level appropriate to your post. You may be required to undertake to subsequent criminal record checks from time to time during your employment as deemed appropriate by the Company. In the event that such certificate(s) are not supplied your employment with us will be terminated.

**8. POLICY STATEMENT ON THE SECURE STORAGE, HANDLING, USE, RETENTION AND DISPOSAL OF DISCLOSURES AND DISCLOSURE INFORMATION**

- 1) During your employment, you are required to immediately report to the Company any convictions or offences with which you are charged, including traffic offences.
- 2) As an organization using the disclosure and barring service and/or disclosure Scotland to help assess the suitability of applicants for positions of trust, we comply fully with the disclosure and barring service/disclosure Scotland code of practice regarding the correct handling, use, storage, retention and disposal of disclosures and disclosure information. We also comply fully with our obligations under the data protection act.
- 3) Disclosure information is never kept in an applicant's personnel file. It is always kept separately and securely in lockable, non-portable storage containers with access strictly controlled and limited to those who are authorised to see it as part of their duties in accordance with section 124 of the police act 1997.
- 4) We maintain a record of all those to whom disclosures and disclosure information has been revealed and we recognise that it is a criminal offence to pass the information to anyone who is not entitled to receive it.
- 5) Disclosure information is only used for the specific purpose for which it was requested.
- 6) Once a recruitment (or other relevant) decision has been made, we do not keep disclosure information for any longer than is absolutely necessary in order to allow for the consideration and resolution of any disputes or complaints. Where appropriate, the disclosure and barring service/disclosure Scotland will be consulted and full consideration will be given to the data protection and human rights of the individual.
- 7) Once the retention period has elapsed, we will ensure that any disclosure information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, disclosure information will not be kept in any insecure receptacle (e.g. a waste bin or confidential waste sack). We will not keep any photocopy or other image of the disclosure or any copy or representation of the contents of the disclosure. However, we may keep a record of the date of issue of the disclosure, the name of the subject, the type of disclosure requested, the post for which the disclosure was requested, the unique reference number of the disclosure and the details of the

recruitment (or other relevant) decision taken.

**9. The clause entitled ‘monitoring’ in the email and internet policy is, with effect from 25<sup>th</sup> may 2018, amended as follows:**

We reserve the right to monitor all e-mail/internet activity by you for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. This includes monitoring of any additional accounts you may be requested to set up for the purposes of performing your work tasks, which are subject to the same rules as your work email account. Information acquired through such monitoring may be used as evidence in disciplinary proceedings.

**10. Any reference to the term “sensitive data” contained in your employment documentation is, with effect from 25th May 2018, replaced with “special categories of data”.**

Name:	Date:
Signed:	

**24hrs CareStaff  
Recruitment Monitoring Form**

JOB REF:	
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In accordance with our Equality and Diversity or Equal Opportunity Policy, we are monitoring job applications to ensure that we provide equal opportunities to any job applicant and make sure that discrimination does not occur because of race, sex, sexual orientation, gender reassignment, religion or belief, marital or civil partnership status, age, disability, or pregnancy and maternity.

So that we can assess the success of this policy, we have set up a system of monitoring all job applications. We would be grateful, therefore, if you would complete the questions on this monitoring form and return it with your application form. We have asked for your name in order to enable us to monitor applications at the shortlisting and appointment stage.

All information supplied will be treated in confidence and will not be seen by staff directly involved in the appointment. The monitoring form will be detached from your application form, stored separately and used solely to provide statistics for monitoring purposes.

**Confidential**

<b>1. Gender</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Prefer Not to Say
	<input type="checkbox"/> Female	

<b>2. Preferred Title</b>	<input type="checkbox"/> Miss	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs
	<input type="checkbox"/> Ms	<input type="checkbox"/> Dr	<input type="checkbox"/> Other:
<b>Full Name</b>			

<b>3. Marital Status</b>	<input type="checkbox"/> Married	<input type="checkbox"/> Single	<input type="checkbox"/> Separated	<input type="checkbox"/> Civil Partner
	<input type="checkbox"/> Divorced	<input type="checkbox"/> Widowed	<input type="checkbox"/> Other:	

<b>4. Ethnic Origin</b>	<input type="checkbox"/> English/Welsh/Scottish/Northern Irish/British	<input type="checkbox"/> White and Black Caribbean
	<input type="checkbox"/> Irish	<input type="checkbox"/> White and Black African
	<input type="checkbox"/> Gypsy or Irish Traveller	<input type="checkbox"/> White and Asian
	<input type="checkbox"/> Any Other White Background	<input type="checkbox"/> Any Other Mixed/Multiple Ethnic Background
	<input type="checkbox"/> Indian	<input type="checkbox"/> African
	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Caribbean
	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Any Other Black/African/Caribbean Background
	<input type="checkbox"/> Chinese	
	<input type="checkbox"/> Any Other Asian Background	
	<input type="checkbox"/> Arab	
	<input type="checkbox"/> Any Other Ethnic Group	

<b>5. Religion or Belief</b>	<input type="checkbox"/> No Religion or Belief	<input type="checkbox"/> Hindu	<input type="checkbox"/> Sikh
	<input type="checkbox"/> Buddhist	<input type="checkbox"/> Jewish	<input type="checkbox"/> Prefer Not to Say
	<input type="checkbox"/> Christian	<input type="checkbox"/> Muslim	<input type="checkbox"/> Other – Please Specify

<b>6. Disability</b>	Do you consider yourself to be disabled under the Equality Act 2010?	<input type="checkbox"/> Yes
	(The Disability Discrimination Act (1995) – still in force under the Equality Act 2010 - defines disability as “a physical or mental impairment that has a substantial, long-term and adverse effect on a person’s ability to carry out day to day activities.)	<input type="checkbox"/> No
	If yes, what is the nature of your disability? ( <i>optional</i> )	

<b>7. Age Range</b>	<input type="checkbox"/> 16 - 24	<input type="checkbox"/> 25 - 34	<input type="checkbox"/> 35 - 44
	<input type="checkbox"/> 45 – 54	<input type="checkbox"/> 55 - 64	<input type="checkbox"/> 65+

<b>8. Sexual Orientation</b>	<input type="checkbox"/> Bisexual	<input type="checkbox"/> Heterosexual/Straight
	<input type="checkbox"/> Gay/Lesbian	<input type="checkbox"/> Prefer Not to Say

### Data Protection

The Company treats data collected for reviewing equality of opportunity in recruitment and selection in accordance with its data protection policy.

I consent to the Company processing the data supplied in this form for the purposes of equal opportunities monitoring in recruitment and selection. I understand I may withdraw my consent to the processing of this data at any time by notifying the Compliance Manager.

Applicant’s Name:	Date:
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#### Employee Privacy Notice (please read this carefully before signing this application)

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our employees, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former employees and workers.

#### **A) DATA PROTECTION PRINCIPLES**

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) Processing is fair, lawful and transparent
- b) Data is collected for specific, explicit, and legitimate purposes
- c) Data collected is adequate, relevant and limited to what is necessary for the purposes of processing
- d) Data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay
- e) Data is not kept for longer than is necessary for its given purpose
- f) Data is processed in a manner that ensures appropriate security of personal data including protection against unauthorized or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organization measures
- g) We comply with the relevant GDPR procedures for international transferring of personal data

#### **B) TYPES OF DATA HELD**

We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold the data within our computer systems, for example, our holiday booking system.

Specifically, we hold the following types of data, as appropriate to your status:

- a) Personal details such as name, address, phone numbers
- b) Name and contact details of your next of kin  
your photograph
- c) Your gender, marital status, information of any disability you have or other medical information
- d) Right to work documentation
- e) Information on your race and religion for equality monitoring purposes
- f) Information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter
- g) References from former employers
- h) Details on your education and employment history etc
- i) National Insurance numbers
- j) Bank account details
- k) Tax codes
- l) Driving license
- m) Criminal convictions
- n) Information relating to your employment with us, including:
  - i) Job title and job descriptions
  - ii) Your salary
  - iii) Your wider terms and conditions of employment
  - iv) Details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal and performance information
  - v) Internal and external training modules undertaken
  - vi) Information on time off from work including sickness absence, family related leave etc
- o) CCTV footage
- p) Building access card records
- q) IT equipment use including telephones and internet access.

### C) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in files or within the Company's HR and IT systems.

### D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the employment contract we have with you, including ensuring you are paid correctly.

The information below categorises the types of data processing, appropriate to your status, we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Carry out the employment contract that we have entered into with you e.g. using your name, contact details, education history, information on any disciplinary, grievance procedures involving you	Performance of the contract
Ensuring you are paid	Performance of the contract
Ensuring tax and National Insurance is paid	Legal obligation
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	Legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Ensuring efficient administration of contractual benefits to you	Our legitimate interests
Effectively monitoring both your conduct, including timekeeping and attendance, and your performance and to undertake procedures where necessary	Our legitimate interests
Maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained	Our legitimate interests
Implementing grievance procedures	Our legitimate interests
Assessing training needs	Our legitimate interests
Implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including the making of reasonable adjustments	Our legitimate interests
Gaining expert medical opinion when making decisions about your fitness for work	Our legitimate interests

Managing statutory leave and pay systems such as maternity leave and pay etc	Our legitimate interests
Business planning and restructuring exercises	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests
Ensuring our administrative and IT systems are secure and robust against unauthorised access	Our legitimate interests
Providing employment references to prospective employers, when our name has been put forward by the employee/ex-employee, to assist with their effective recruitment decisions	Legitimate interest of the prospective employer

## E) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- a) Health
- b) Sex life
- c) Sexual orientation
- d) Race
- e) Ethnic origin
- f) Political opinion
- g) Religion
- h) Trade union membership
- i) Genetic and biometric data.

We carry out processing activities using special category data:

- a) For the purposes of equal opportunities monitoring
- b) In our sickness absence management procedures
- c) To determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) You have given explicit consent to the processing
- b) We must process the data in order to carry out our legal obligations
- c) We must process data for reasons of substantial public interest
- d) You have already made the data public.

## F) FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

## G) CRIMINAL CONVICTION DATA

We will collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of Our Legitimate interest to process this data.

## H) WHO WE SHARE YOUR DATA WITH

Employees within our company who have responsibility for recruitment, administration of payment and contractual benefits and the carrying out performance related procedures will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processing in line with GDPR.

Data is shared with third parties for the following reasons: for the administration of payroll, ensuring your compliance, shift bookings

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We share your data with bodies outside of the European Economic Area. These country is India and the reason for sharing with these country are for recruitment and compliance procedure and shift bookings to take place. We have put the following measures in place to ensure that your data is transferred securely and that the bodies who receive the data that we have transferred process it in a way required by EU and UK data protection laws:

- Data are transferred only via secured email and saved on secure CRM portal which are password protected only assessible in the office.
- CCTV cameras are in place and in working order.
- The server is in place to stop these data being shared or transferred to other devices.
- Emails are being reviewed and monitored on regular basis.
- All staff are police checked.
- All staff are forbidden to use their mobile phone when they are in the office.
- No outsider is allowed to enter the working area or the server room.

## I) 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 processes to guard against such.

## **J) RETENTION PERIODS**

We only keep your data for as long as we need it for, which will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your employment has ended. Some data retention periods are set by the law. Our retention periods are: Retention periods can vary depending on why we need your data, as set out below:

(Insert your retention periods)

## **K) AUTOMATED DECISION MAKING**

Automated decision making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

## **L) EMPLOYEE RIGHTS**

You have the following rights in relation to the personal data we hold on you:

- a) The right to be informed about the data we hold on you and what we do with it;
- b) The right of access to the data we hold on you. More information on this can be found in our separate policy on Subject Access Requests;
- c) The right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification';
- d) The right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) The right to restrict the processing of the data;
- f) The right to transfer the data we hold on you to another party. This is also known as 'portability';
- g) The right to object to the inclusion of any information;
- h) The right to regulate any automated decision-making and profiling of personal data.

More information can be found on each of these rights in our separate policy on employee rights under GDPR.

## **M) CONSENT**

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

## **N) MAKING A COMPLAINT**

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

## **O) DATA PROTECTION COMPLIANCE**

Our Data Protection Officer is:

Zamil Muthir Zamil (Name)  
[z.muthir@24hrscaresaff.com](mailto:z.muthir@24hrscaresaff.com) (Contact details).

Name:		Date:	
Signed:			