

Bramley Health GDPR Policy

Our Privacy Policy sets out our data processing practices and your options regarding the ways in which your personal information is used.

Bramley Health regards your privacy as very important and complies with the General Data Protection Regulation and Data Protection Act 2018. Therefore, the policy outlines how Bramley Health uses and protects any personal information about you during the enquiry process.

This website (the "Bramley Health Website") is operated by Bramley Health Support Services Limited (The "Company" or "BHSSL").

We will comply with the General Data Protection Regulation and Data Protection Act 2018. This stipulates that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely

The information we collect and use

When you submit an enquiry or referral form, or call one of the numbers on our website, we will begin processing the personal data that you provide to us. We will also process any personal data that you provide to us during follow-up contact.

When you enquire about services, your personal data that you submit will be processed in accordance with General Data Protection Regulation and Data Protection Act 2018.

Should you be involved in our recruitment process, your personal data will be processed in accordance with General Data Protection Regulation and Data Protection Act 2018.

Purpose of processing and legal basis

The Company will collect your personal data (which may include sensitive personal data if you give this to us) and will process your personal data for the purposes of providing you with the information you require. This includes for example, contacting you about the referrals or referral enquiries, contacting you about job opportunities, assessing your suitability for those opportunities, ensuring you are compliant to work in regulated activities, updating our databases, putting you forward for job opportunities and developing and managing our services and relationship with you.

Types of personal data that we may collect or that you may provide us

- Full name
- Address
- Contact details
- Gender
- Date of birth
- Regulatory Body Number if applicable
- Qualifications and Work history
- Education history
- Recruitment information (information included on your CV or application form including referees)
- Right to work status including nationality
- National Insurance number
- Start date and end dates of employment
- Information about your use of information systems and communication systems
- Photographs(if you wish to upload)
- Skype, Talking CV's or other live interview systems
- Types of sensitive personal data that you have provided to us:
- Information about your race or ethnicity, religious beliefs, sexual orientation or political opinions.
- Disability
- Criminal convictions
- Regulatory body investigation or sanction history
- Next of Kin and emergency contact information
- Marital status

Most of the personal information we hold about you is that which we have collected directly from you, for example:

- Each time you submit an enquiry about our services or make an referral enquiry
- Each time you apply for a role via Bramley Health Website
- Each time you interact with us over the phone or respond to email, SMS or other media communications.

We collect personal information about you through events you attend, interests you show, application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, background check agencies i.e. Identity and Right to Work Checks, Disclosure and barring service, PVG, Access NI, Overseas Police Checks, DBS Update Service checks, GMC, NMC, HCPC and HPAN checks (*This list is not exhaustive*)

How we use the information

If you, or your relative, are interested in one of our services, we will use the information you provide on the form to put you in contact with the appropriate individual or service.

If you are enquiring about working for Bramley Health, we will use the information to direct you to the appropriate information about recruitment.

When you give us your consent to contact you by email, we may follow up the initial contact with further emails about using our services or working for Bramley Health. This is known as direct marketing. **You can ask us to stop sending direct marketing materials at any time.**

We may sometimes use the information you supply to generate statistics. These statistics are used internally for management forecasting. Your identity will not be included when statistics are reported.

Who we share information with

Bramley Health will only disclose your personal information to other companies within our group of companies, business partners, government bodies and law enforcement agencies, successors in title to our business and suppliers we engage to process information on our behalf. By providing us with your personal information you consent to us using your information in this way. We only share information with suppliers that have satisfied us that they will manage information properly.

Lawful basis for processing

Your explicit consent is our lawful basis for processing personal data gathered through enquiries. You can withdraw your consent at any time by contacting The Data Protection Officer info@bramleyhealth.co.uk or james.phillips@bramleyhealth.co.uk

Should you withdraw your consent, your information will be removed from our marketing lists and you will receive no further communications from us.

Automated decision-making

We do not undertake any automated decision-making. We often use computers to help us manage parts of our business, but a human will always make any decisions that have an impact on individuals.

How long we keep information

Your enquiry will stay live on our system until it is resolved because you have told us that you no longer wish to hear from us, you (or your relative) has engaged with our services or you have entered the recruitment process.

The Company will retain your personal data only for as long as is necessary for the purpose we collect it.

Different laws and contractual obligations may also require us to keep different data for different periods of time, any enquiries should be sent to The Data Protection Officer info@bramleyhealth.co.uk or james.phillips@bramleyhealth.co.uk

We will keep statistical information that does not identify you indefinitely.

The Rights you have

You have following rights:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling.

Amendments to our Privacy Policy

Bramley Health may amend its Privacy Policy from time to time, and any future amendments will be contained within this page. Therefore this policy does not form part of any contract of employment or other contract to provide services. We may update this notice at any time.

Queries and Complaints

If you wish to complain about this privacy policy or any of the procedures set out in it please contact The Data Protection Officer at:

Tel: 0208 768 8050

Email: info@bramleyhealth.co.uk or james.phillips@bramleyhealth.co.uk

Or write to:

The Data Protection Officer

Bramley Health Head Offices

6 – 10 Outram Road,

Croydon

CR0 6XE

You also have the right to raise concerns with Information Commissioner's Office on 0303 123 1113 or at <https://ico.org.uk/concerns/>, or any other relevant supervisory authority if you believe that your data protection rights have not been adhered to.