



PRIVACY NOTICE

Maison Care is a **Limited** business.

This privacy notice explains how we use any personal information we collect about you during the information gathering process at recruitment, selection and during your ongoing employment.

. Topics covered are:

- What information do we collect about you?
- How do we use such information?
- Access to your information and correction

What information do we collect about you?

The nature of our service means that very personal and sensitive information is discussed, openly and honestly with you, to ensure we can recruit and select suitable staff, which enables us to provide safe care and treatment to our service users and meet their needs.

The specific type of information required for us to meet our legal and regulatory obligations as a registered provider.

The Lawful Bases which we use to process information under the Data Protection Act 2018

Our Lawful Bases is a **Legal Requirement**. The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014 and the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) (No2) Regulations 2021, requires us to collect specific personal and sensitive information from potential staff at the recruitment and selection stage and if successful, during their employment thereafter. This is a requirement when working in a regulated activity

Information related to your employment

We use the following information to carry out the contract we have with the local authority and manage our human resources processes. We will also use it for our regulatory purposes in our role as a registered care provider:

- Personal contact details such as your name, address, contact

- telephone numbers (landline and mobile) and personal email
- addresses.
- Your date of birth, gender and NI number.
- A copy of your passport or similar photographic identification and /
- or proof of address documents.
- Marital status.
- Next of kin, emergency contacts and their contact information.
- Employment and education history including your qualifications, job
- application, employment references, right to work information and
- details of any criminal convictions that you declare.
- Location of employment.
- Details of any secondary employment, conflict of interest declarations or gift declarations.
- Security clearance details including basic DBS checks and Enhanced security clearance details according to your job.
- Your responses to staff surveys if this data is not anonymised.
- A record of whether we have checked your vaccination status or your exemption status. We don't keep a copy of the proof of vaccination or exemption or the reason why you might be exempt

Where we process your data

- We keep a record of your data in your Personnel File.
- This data is only shared with CQC as we have a legal obligation to share this with them.

How information about you will be used

We may share information about you with those who need to know, these may include:

- The Care Quality Commission,
- Local Authority Monitoring Teams,
- Border Agency Staff.
- The Emergency Services

If we need to contact you, please indicate below your preferred contact method.

Post

Email

Phone

SMS

We will not share your information with anyone unless required by law.

In some circumstances, such as under a court order, we are legally obliged to share information. We may also share information about you with third parties including government agencies and external auditors.

For example, we may share information about you with HMRC to collect tax and national insurance contributions.

Personal information supplied to us is used for several reasons - for example:

- Identity checks
- Right to work check
- Work history check
- Health checklist issued after Job offer made

How will we use this information?

We will use this information at recruitment and selection and during your employment to meet our legal requirements for safe recruitment and selection

Access to your information and corrections

All files held in your name are stored securely and available for your perusal and you can ask us to remove inaccurate information.

Website

Cookies are text files that collect data/information and visitor behaviour information on our website. Cookies track visitor use and compile statistical reports on website activity. Where you use our website, you can set your browser to accept or decline cookies. Please be aware that a decline preference may mean a loss of function in some of our website features.

For further information on cookies visit:

www.aboutcookies.org or www.allaboutcookies.org

I have read and understood the above Privacy Notice

Staff Name (Please print):

Signature:

Date: