

PRIVACY NOTICE

This policy sets out how we will use and share the information that you give us. This policy describes your relationship with jlc Recruitment and Care Limited.

jlc Recruitment and Care Limited is a trading name that is registered in England and is registered with the Information Commissioner's Office under the Data Protection Act 1998.

We operate in line with EU GDPR (May 2018) data protection guidelines. We are committed to maintaining your personal rights and allow all users to change or withdraw their opt-in options at anytime. We will also advise you on how to complain to the relevant authorities, namely the Information Commissioner's Office.

Jackie Copeland is the Data Controller and she is committed to protecting the rights of individuals in line with the Data Protection Act 1998 (DPA) and the new General Data Protection Regulation (GDPR).

We will collect the following personal data:

- Name
- An identification number
- Location data
- National Insurance Number
- Email address
- Bank Details
- CV
- DBS Checks (where applicable)
- HMRC Information

We will need to collect the following sensitive data about you in order to deliver the services:

- Health Data
- Racial or Ethnic Origin
- Criminal Convictions and Offences

We require your explicit consent for processing sensitive data and we will request your signature for this consent.

Your information will be used for the following purposes:

Purpose/Activity	Type of Data	Lawful basis for processing
To register you as a worker	(a) Identity (b) Contact	Performance of a contract for services
To process and deliver your pay	(a) Identity (b) Contact (c) Financial	(a) Performance of a contract for services (b) Necessary to make payments to you
To process requests from Government bodies	(a) Identity (b) Financial	Necessary legal requirement

To use data analytics to improve our website and services	(a) Technical (b) Usage	Necessary for our legitimate interests to develop our services and grow our business
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We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If you wish to find out more about how the processing for the new purpose is compatible with the original purpose, please email us. If we need to use your personal data for a purpose unrelated to the purpose for which we collected the data, we will notify you and we will explain the legal ground for processing.

We may process your personal data without your knowledge or consent where this is required or permitted by law.

You will receive marketing communications from us if you have provided us with your details and ticked the box at the point of entry of your details for us to send you marketing communications or you have not opted out of receiving that marketing.

The lawful basis for the collection of this information is as set out below:

Article 6 - Personal Data	Article 9 – Special Categories
The data subject has given consent to the processing	
Processing is necessary for the performance of a contract with the data subject	Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment
	Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity

We may have to share your personal data with the parties set out below for the purposes set out in in paragraph 2 in the table above:

- Service providers who provide IT and system administration services.
- Professional advisers who provide accounting services
- HM Revenue & Customs, regulators and other authorities based in the United Kingdom and other relevant jurisdictions who require reporting of processing activities in certain circumstances
- Clients

Your information will be held for:

- 6 months if you do not work for us,
- and for 2 years after the date that you finished working for us

You have a right to access your personal information, to object to the processing of your personal information, to rectify, to erase, to restrict and to port your personal information. Please visit www.jlcrecruitmentandcare.co.uk in relation to your rights.

Any requests or objections should be made in writing to Jackie Copeland at jlc Recruitment and Care Limited, 7A Tower Square, Tunstall, Stoke on Trent, Staffordshire, ST6 5AA.

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

We have put in place procedures to deal with any suspected personal data breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

If you are unhappy with the way in which your personal data has been processed you may in the first instance contact Jackie Copeland using the contact details above. If you remain dissatisfied then you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

www.ico.org/uk