

INTRODUCTION

PJL Healthcare Ltd is the Data Controller for the purposes of the Data Protection Act 2018 and the General Data Protection Regulations. We are committed to respecting and protecting the privacy of anyone using our website and the confidentiality of any information provided. The purpose of this Privacy Policy is to set out the way we handle data and the way in which we use it.

Our policy complies with the Data Protection Act 2018 (Act) accordingly incorporating the EU General Data Protection Regulation (GDPR).

WE ENSURE THAT YOUR PERSONAL INFORMATION IS:

- Processed legally.
- Correct.
- Stored safely.
- Kept for no longer than needed (see our retention schedule on the PJL website).
- Is deleted as soon as possible after the expiry of the retention period for unsuccessful applicants.
- Processed fairly
 - we do not share, sell, or disclose to a third party, any information collected through our website.
 - We do not require you to set up an account in order to use any forms on the website.

THIS DOCUMENT DESCRIBES:

- Why we collect data about you.
- What data we collect.
- What we do with the data we collect.
- What your rights are.

WE COLLECT PERSONAL INFORMATION ON OUR WEBSITE FOR THE FOLLOWING PURPOSES:

In general you can visit our website without telling us who you are and without revealing any information about yourself.

- If you wish to make use of forms on our site you will need to provide your name, company name (if appropriate) telephone number and email address and any other information you would like to give us for the purpose of communication. We will use this information to contact you but will not store this data unless you request that we keep your data for future contact.
- When you contact us by telephone or email as a direct link through our website, we collect the data you have given to us in order to reply with the information you need.

We record your request and our reply which may include personally identifiable information associated with your message, such as your name and email address so as

to be able to track our communications with you to provide a high quality service. We will use this information to contact you but will not store this data unless you request that we keep your data for future contact.

- At any time you may opt out of receiving information from us by e-mail, telephone or post. Our phone number is 01435 872201 or you can e-mail us on info@pjlhealthcare.co.uk.
- Information about how visitors use our website is collected via the use of cookies. These types of cookies collect the information in an anonymous form. For more information, see below.
- Requests by your web browser to our servers for web pages and other content on our website are recorded. We use this information in aggregate to assess the popularity of the webpages on our website and how we perform in providing content to you.

COOKIES:

Our website uses cookies in order to allow it to function more efficiently, as well as to provide information for the business on how the website is performing. They help us to understand how people use our website so we can develop and improve the design, layout, content and function of the site. Some cookies may last for a defined period of time, such as one day or until you close your browser. Others last indefinitely

Cookies are small text files that are placed on your computer's hard drive by websites that you visit. They save and retrieve pieces of information about your visit to the website – for example, how you entered the site, how you navigated through the site and what information and documentation was of interest to you. Technical data includes your internet protocol (IP) address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform and other technology on the devices you use to access this website.

Our cookies are used to simply collect information about how visitors use our website and these types of cookies collect the information in an anonymous form.

If you are uncomfortable with the use of cookies, you can disable cookies on your computer by changing the settings in the preferences or options menu in your browser. You can set your browser to reject or block cookies or to tell you when a website tries to put a cookie on your computer. You can also delete any cookies that are already stored on your computer's hard drive. However, please be aware that if you do delete and block all cookies from our website, parts of the site will not then work. This is because some of the cookies we use are essential for parts of our website to operate.

WEBSITE CONTENT:

Our website does not allow anyone other than PJL Healthcare Ltd appointed employees to publish content or contribute directly to the site in the form of published forums or blogs.

If you would like to complain about any of the content on our website, we shall investigate your complaint. If we feel it is justified or if we believe the law requires us to do so, we shall remove the content while we investigate.

JOB APPLICATION INFORMATION:

We publish information about current vacancies on our website.

Job Applications received are handled in accordance with our Job Application Privacy Policy which can be found on the Data Protection page of the website.

HOW DO WE STORE YOUR DATA AND HOW LONG?

All data is securely stored in line with our policies on data protection. We keep data only for as long as we need to process it. The document that guides for how long we keep specific types of data is called our retention schedule which can be found on the data protection page of the Website.

DO WE SHARE PERSONAL INFORMATION COLLECTED VIA THE WEBSITE?

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

TRANSFERRING DATA INTERNATIONALLY:

We do not store or transfer your data outside of the Company.

WHAT ARE YOUR RIGHTS?

Your rights are:

- The right of access (a “Subject Access Request”). This means you can ask for a copy of the data we hold about you. Contact details for this are found below. We will comply within ONE calendar month.
- The right to rectification. This means you can ask us to fix mistakes and errors in your data.
- The right to erasure. This means that you have the right to have information we hold deleted.
- The right to restrict processing. This means we can still hold the data but can’t use it.
- The right to object. This means you can object to processing of personal data that is likely to cause, or is causing, damage or distress. If we had to ask for your consent, you are under no obligation to provide your consent during the recruitment process. You can withdraw consent at any time. Consent can be withdrawn by writing to the address below. However, if you do not consent to the Company holding, processing and sharing your personal data during the recruitment process, the college will not be able to process your application.

There are circumstances when these rights don’t apply, for example if a law says we need to keep specific pieces of information, or if not processing the data places a resident in danger.

To make an individual rights request, please use the form Individual Rights Form (Job Applicants, Staff or Ex-Staff) which is available on the Data Protection page of the website. Please send your completed form to paul.sellars@pilhealthcare.co.uk.

If you have a concern about the way we are collecting or using your data, please contact us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

REQUESTING ACCESS TO YOUR PERSONAL DATA:

In the first instance, please contact the Data Protection Officer. Subject access and other information requests should be made using the Subject Access Request Form, available on the Data Protection page of the website. You will need to provide appropriate identification.

DATA PROTECTION OFFICER CONTACT INFORMATION:

Paul Sellars
Data Protection Officer
PIL Healthcare Ltd
Mayfield House
East Street
Mayfield
East Sussex
TN20 6TZ

Tel: 01435 872201

Email: paul.sellars@pilhealthcare.co.uk