

## **Privacy Policy**

Care First Recruitment Solutions LLP Trading as Care First UK Recruitment Solutions – herein referred to as “Care First” or “we” or “us”.

This privacy notice tells you what to expect when CARE FIRST collects personal information about you from our website. In order to provide you with a complete service, we are sometimes required to collect information about you. Care First is committed and legally obliged to use your information in line with all laws concerning the protection of personal information, including the General Data Protection Regulation 2018 (these laws are referred to collectively in this Privacy Policy as the “data protection laws”).

### **Visitors to our websites**

When someone visits <https://www.carefirstuk.co.uk/> we use a third-party service, Google Analytics, to collect standard internet information and details of visitor behaviour patterns.

We do this to find out things such as the number of visitors to the various parts of our site. This information is only processed in a way that does not identify anyone. We do not make, and do not allow Google to make, any attempt to find out the identities of those visiting our website. If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and we will explain what we intend to do with it.

The website may contain hyperlinks to websites owned and operated by third parties. These third party websites have their own privacy policies, including cookies, and we urge you to review them.

### **Search Engines**

Search queries and results are logged anonymously to help us improve our website and search functionality. No user-specific data is collected by either CARE FIRST or any third party.

### **Information we collect about you**

The recruitment process requires that you provide personal information, telephone number and an email address. On occasion, and for the purposes of finding you employment, we may require you to provide sensitive personal information. By entering your details, you enable Care First to provide you with the services you select. You can review the information that we collect by contacting us at the address below.

## **Contact Forms**

Should you choose to contact us using a contact form on the website or an email link, none of the data that you supply will be processed by any the third-party data processor without your explicit permission. Your personal information will be stored securely within a database linked to this website. We will keep your information confidential except where disclosure is required to place you in employment, or permitted by law (for example Environmental Health or law enforcement agencies). Generally, we will only use your information within Care First and our GDPR compliant partners.

Your data is collated into an email and sent to us over the Simple Mail Transfer Protocol (SMTP). Our SMTP servers are protected by TLS (sometimes known as SSL) meaning that the email content is encrypted using SHA-2, 256-bit cryptography before being sent across the internet. The email content is then decrypted by our local computers and devices.

We respect your privacy. Any personal information or sensitive personal information that you send to us using a contact form on the website or an email, or email link – or share with us face to face or by telephone/SMS will be stored securely with restricted access. For the purpose of securing your employment we will need to make such data available to GDPR compliant advisors and third parties providing services to the company and as required by law.

If we successfully place you in employment your CV and other personal information obtained about you will be stored securely indefinitely. In instances where we are unsuccessful in placing a candidate CVs and other personal information are stored securely for six months and then securely deleted/destroyed. You have the right to be forgotten. At any time you can request that we delete all personal information we store about you.

Should you wish to hear from us with news and any other marketing related topics we will ask your explicit permission to contact you. Consent to this arrangement can be withdrawn at any time.

## **Emails**

We use Transport Layer Security (TLS) to encrypt and protect email traffic in line with government guidelines. If your email service does not support TLS, you should be aware that any emails we send or receive may not be protected in transit.

For the purposes of finding you employment we may share your CV and other personal information about you with third party organisations. In this instance your CV and other personal information about you will be sent by email in line with this email policy.

We will also monitor any emails sent to us, including file attachments, for viruses or malicious software. Please be aware that you have a responsibility to ensure that any email you send is within the bounds of the law.

### **Access to personal information**

**CARE FIRST** tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request'. If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold, you need to put the request in writing addressing it to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

You also have the right to be forgotten and your consent can be withdrawn at any time. If you do withdraw consent we will remove/delete any personal data we hold on you.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting us via the address below.

### **Changes to our Privacy Policy**

This privacy policy may be updated from time to time so you may wish to check it each time you submit personal information to the carefirstuk.co.uk website. The date of the most recent revisions will appear at the foot of this page.

### **Cookies Policy**

Our website uses cookies. By using this website and agreeing to this policy, you consent to the CARE FIRST use of cookies in accordance with the terms of this policy.

Cookies are files sent by web servers to web browsers and stored by the web browsers.

The information is then sent back to the server each time the browser requests a page from the server. This enables a web server to identify and track web browsers.

There are two main kinds of cookies: session cookies and persistent cookies. Session cookies are deleted from your computer when you close your browser, whereas persistent cookies remain stored on your computer until deleted, or until they reach their expiry date.

We use cookies on this website, for the following purposes:

- Make login faster to our website by remembering your login details
- Make the page load quicker by sharing the workload across computers
- Ensure our website pages are optimised for your browser or device by giving us technical information about the device or browser you are using

**How to contact us**

If you want to request information about our privacy policy, you can email us or write to:

Data Protection  
Sequoia House  
398a Ringwood Road  
Ferndown  
Dorset BH22 9AU

Email: [adam@carefirstuk.co.uk](mailto:adam@carefirstuk.co.uk)

Last Updated : 25th March 2018