

## Privacy Notice – Recruitment

The following explains how we Dentalcare Group (Controller) intend to use the information you provide in your application as part of our recruitment process, along with your rights, our reasons for requesting it and who will have access to it.

Our head office is operated by Dentalcare Group Ltd, company number 10190564, registered office Melville Building East, Royal William Yard, Plymouth, PL1 3RP.

### What information do we collect from you?

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name, address, email, telephone number;
- CV (if applicable);
- Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes;
- Answers to application questions;
- Any other information you wish to provide in support of your application;
- Information about your qualifications;
- Information about your right to work in the UK;
- Information about criminal records;
- Health information.

We may also collect information from third parties, such as previous employers, where you have provided us with the names of those previous employers in order to seek references.

We collect this information on the basis that we may enter into a contract with you in the future and to ascertain your suitability for any such role we may offer. Also to ensure compliance with any legal obligations we may have and any legitimate interests we have.

### Why do we collect this information?

Details you provide in this application:

- Will be held on our computer systems and may be downloaded by us;
- Will be used to deal with your application;
- Will be made available to us and our processors;
- Will be used for communication with you regarding the vacancy;
- Will be used to satisfy legal requirements;
- Will be used for statistical analysis;
- Will be held and may be used to contact you about other vacancies.

We will delete or anonymise your data after 365 days of inactivity by you on the recruitment system. After this period, it will be destroyed unless we consider it needs to be kept for any legal reasons.

### Keeping your information safe

Some of your data will be stored electronically on our recruitment system. We reserve the right to migrate your data to new recruitment systems in the future. We will let you know if we take this action.

### Who we share your information with

We will share your information with other companies within our group, but only for the purposes of your application and future vacancies within our group.

### Auto-Decline

We use some automated screening tools as part of this application process. The answers you provide to one or more of the questions (excluding any special categories/equal opportunity questions) may result in your application being automatically declined. This technology is used to help us manage the high volume of applications we receive and can assure applicants the same outcome would occur if we manually reviewed your application. The reason for the decline will be made available to you in your candidate account.

### Auto-Opt In

When you create a profile on our recruitment systems you will automatically be opted in to receiving information about future vacancies within Dentalcare Group Ltd.

If you do not want to be automatically opted in please email [info@dentalcaregroup.co.uk](mailto:info@dentalcaregroup.co.uk) before you submit your application and we will ensure you are opted out. You can also opt out at any time by logging into your profile and changing your settings or emailing us to confirm you wish to opt out.

If you opt out of receiving details about future vacancies we will store your application data for 6 months after the vacancy has closed. After this period, it will be destroyed or anonymised unless we consider it needs to be kept for any legal reasons.

### HR System

Only if you are successfully recruited, we will upload your details to our HR system. As a member of staff you will sign a contract and will be sent a separate Privacy Notice – Staff confirming how we deal with your personal data as a staff member.

### How can I access the information you hold about me? Your rights...

We are dedicated to providing reasonable access to candidates who wish to review the personal information retained when they apply via our website site and correct any inaccuracies it may contain. If you choose to register, you may access your profile, correct and update your details, or withdraw your details at any time. To do this, you can access your personal profile by using the secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten;

- the right to rectification if information is inaccurate or out of date;
- the right of data portability (to obtain and reuse your personal data);
- the right to object to the controller and processors' handling of your personal data;
- the right to withdraw your consent with regards to the handling of your personal data;
- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R);
- You have the right to lodge a complaint with a supervisory authority - the ICO.

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)) or seek recourse through the courts.