



Recruitment Data Privacy Statement

In order to operate the Apex Care Homes Ltd recruitment system, we will collect and store personal information you submit to it via this website, either by making a general enquiry or by completing the application form, equal opportunities monitoring form, Personal declaration regarding criminal convictions form and Rehabilitation of Offenders Act 1974 form

Please read the following privacy policy to understand how Apex Care Homes Ltd uses and protects the information you provide.

The application form, equal opportunities monitoring form, Personal declaration regarding criminal convictions form and Rehabilitation of Offenders Act 1974 form are provided and hosted by Apex Care Homes Ltd. By submitting your personal information, you are consenting to Apex Care Homes Ltd holding and using it in accordance with this policy.

The policy is subject to change and any changes to it in the future will be notified on this page. By continuing to use the recruitment pages you are agreeing to such changes. We recommend that you check the privacy policy each time you visit this site.

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1. Information that we collect from you and your use of this website

When you complete the forms on the Apex Care Homes Ltd website

<http://www.apexcare.co.uk/documents/ApplicationFormOnlineEditable.docx>,

<http://www.apexcare.co.uk/documents/Equalopportunitiesinemployment.docx>,

<http://www.apexcare.co.uk/documents/Personaldeclarationregardingcriminalconvictions.docx>

and <http://www.apexcare.co.uk/documents/RehabilitationofOffendersAct1974.docx> you are



asked to provide certain information yourself, including your name, contact details, date of birth and job history etc. Some of the information is mandatory in order for Apex Care Homes Ltd to consider an application for a vacancy or meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to complete.

2. How we handle the data that is submitted by you

Personal data is collected to facilitate the recruitment process and used for anonymised reporting purposes. Data entered as part of an application is stored in the system and used in accordance with our recruitment and selection policy. In the event of your application resulting in the offer and your acceptance of a position at Apex Care Homes Ltd, your personal information will be held in the Apex Care Homes Ltd staff database.

Data Protection Legislation

Apex Care Homes Ltd is your data controller. Personal information will only be collected and/or processed by Apex Care Homes Ltd in accordance with the Data Protection Act 1998.

Disclosure of your information

The information you provide to us will be held solely by Apex Care Homes Ltd. Except as set out in this policy or as required by law, your personal data will not be provided to any third party without your prior written consent.

Data Protection Statement

The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes of Apex Care Homes Ltd and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed. By submitting your personal data and application, you;

- (1) declare that you have read, understood and accepted the statements set out in this data protection clause;
- (2) are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;



Apex Care Homes Ltd

(3) are giving your consent to the processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and

(4) are authorising Apex Care Homes Ltd to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

Data Retention

Unsuccessful applicant data will be held within the recruitment system for a period of two years before being deleted in order that you can access and re-use data in future applications and we can respond to statutory reporting requests. Data of successful applicants who later leave Apex Care Homes Ltd employment will be deleted after a period of seven years

3. How to contact us

For any queries you may have in connection with this privacy statement, please contact: head office on 01234 266933 or anthony@apexcare.co.uk