

This document covers our recruitment services, website, Recruitment services, Vacancy Updates service, Cookies and Usage Terms and Conditions. It also covers how we collect, retain and process personal data in respect of the Data Protection Act 1998 and, with effect from 25th May 2018, the General Data Protection Regulation (GDPR).

Introduction

The Medical Room Ltd (“the Company/We/Us”) is registered as a data controller with the Office of the Information Commissioner. For details of the Company’s Data Registration (Z100640X) visit <https://ico.org.uk/>. We will use our best efforts to ensure that the personal information you submit to us is kept private and confidential and only used for the purposes described in our Data Registration and this Privacy Policy. By continuing to use this website you consent to us processing information supplied by you as explained in this Privacy and GDPR Policy.

Information About Visitors ("General Information")

When visitors come to our website, we log the user's IP address which is automatically recognised by the web server.

Cookies

- Unless you have indicated your objection by refusing them when you first visited our website, our system will issue cookies to your computer when you log on to the site. Cookies are small pieces (files) of information regarding your browsing habits ("General Information") that are stored on your computer. These small files are known as cookies. They are not used to identify you personally.
- Cookies can make it easier for you to log on to and use the site during future visits. They also allow us to monitor website traffic and may be used to customise the site for you.
- We also use Google Analytics for such purposes, it sets cookies to accurately track visits to the website and stores information on the pages you visit, how long you are on the site, how you got here and what you click on. It does not collect or store personal information, so this information cannot be used to identify who you are.

Your Activity on Our Website

- The information generated by the cookies about your use of our website (including your IP address) will be transmitted to and stored by Google on servers in the United States. Google will use this information for the purpose of evaluating your use of our website, compiling reports on website activity and providing other services relating to website activity and internet usage. Google may also transfer this information to third parties where required to do so by law, or where such third parties process the information on Google’s behalf. Google undertakes not to associate your IP address with any other data held by Google.



- You should have the ability to accept or decline cookies (although some employers may restrict this ability on their computers). Most web browsers automatically accept cookies, but you can choose to modify your browser settings to decline all cookies, or to notify you each time a cookie is offered and allow you to accept or decline cookies on an individual basis.
- If you choose to decline cookies, however, that may hinder performance and negatively impact your experience on the website. For specific details about how to configure your browser you should refer to its supplier or manufacturer. We may share General Information with our website consultants from time to time in order to help us develop this website.

GDPR Notice

This GDPR Notice tells you what to expect in relation to personal information about you that is collected, handled and processed by The Medical Room Ltd, The Company, of Unit 11, Harvard Industrial Estate, Kimbolton, Cambridgeshire, PE28 0NJ, is the Data Controller.

The Company acknowledges and agrees that any personal data of yours that we handle will be processed in accordance with all applicable data protection laws in force from time to time. Currently, the Data Protection Act 1998 applies. With effect from 25 May 2018, the General Data Protection Regulation (GDPR) will come into force, which will change the law.

The information we may collect

The information about you we may collect, hold and process is set out below:

A) Information collected and processed for finding you a suitable role is as follows:

- Your name
- Your address
- Your email address
- Your telephone number
- Your CV/work history
- Your Job preferences including role, geographical areas and salary
- Other work related information you provide such as education and professional training
- Copies of your Government Approved Identity Documents
- If relevant, copies of work permits or visas
- Date of birth
- Your National insurance number
- Full details of job offers and placements
- Your Work-related References
- Financial information (including but not limited to salary, payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments)
- A log of our communications with you via personal contact, and by email and telephone



- Copies of emails sent between you and ourselves, and between us and prospective employers
- (B) Information in respect to individual candidates that have worked with us previously or may work with us on a continuing basis is as follows:**
- Copy of Passport
 - In some cases, copies of work permits and visas
 - Date of Birth
 - National insurance number
 - Full details of job offers and placements
 - In certain cases, medical information
 - Your Work-related References, using information provided by you
 - Financial information (including but not limited to salary, payroll details and terms, HMRC data, pension scheme details, court orders and statutory payments)
 - A log of our communications with you via personal contact, and by email and telephone
 - Copies of emails sent between you and ourselves, and between us and prospective employers

The above information will have been provided, or will be provided, by you or a third party who we work with, such as a Job Board Company or another employment business or agency. In the case of references, these will be from your present or previous employer(s) who contact details you have provided for this purpose. Medical information may be supplied by a third party, such as your GP, Consultant or Occupational Health Provider.

How we use the information

The above information is used, as set out below, to provide our services to you in our capacity as an employment business / agency to find you suitable work, whether on a permanent or temporary basis based on your requirements. We will only pass your personal details or CV to a third party, such as prospective employers, with your express permission and consent.

The information under A above may be used as follows:

- To match your skill sets with job vacancies to assist in finding you the positions that most suit you
- To put forward your details to our clients and prospective employers for you to be considered for vacancies
- To place you with our clients and prospective employers
- To keep you informed of available opportunities as they arise
- To keep you informed of the services offered by us



- For the administrative and market research purposes of the Company.

The information under B above may be used as follows:

- To establish that you have the right to work in the UK or other countries as required by the vacancy
- To deal with any medical and health and safety issues relating to certain positions
- To put in place contractual arrangements and documentation once a role has been secured
- To ensure you are paid in a timely manner if you are placed in a temporary or contract position

How we hold the information

All the personal data we have is stored on our databases in the UK & EEA.

We adopt appropriate data collection, storage and processing practices, and data security measures to protect against unauthorized access, alteration, disclosure or destruction of your personal information, username, password, transaction information and data generated by your engagement with our recruitment services, use our website, eTimesheets App or Vacancy Updates service that is stored on our servers. In the event of a data security breach, we will take immediate steps to mitigate any damage and will notify affected users soon as is practicable.

Disclosure of your information

Your CV and related information will be shared or sent to prospective employers and our clients. Once you have secured a placement additional information will be provided to them to enable the placement to proceed. Such employers and clients will usually be located inside the European Economic Area (EEA) but may be outside of the EEA. Personal data shall not be transferred to a country or territory outside the EEA unless that country or territory ensures an adequate level of protection or the appropriate safeguards are in place for your rights and freedoms. Before such a transfer takes place outside of the EEA, we will provide you with further information concerning this and request your permission.

Other trusted third parties that we may share your data with are as follows: HM Revenue and Customs, pension scheme providers, legal advisors and other companies for the purpose of undertaking pre-engagement checks for the role, or for paying you.

The legal basis for processing the information

We will rely on your explicit consent and 'Legitimate Interest' (as outlined by the ICO – <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/legitimate-interests/when-can-we-rely-on-legitimate-interests/>) to process your information (as outlined in A and B above) which is collected at the outset of the recruitment process and subsequently during the process of securing you a placement, or through your use of our website, eTimesheets App or Vacancy Updates service.

- Information and documentation to establish your right to work is processed by us as we are legally obliged to do so.



- In respect of medical information, the basis for us processing this will depend on the circumstances, but will usually be for one of the following reasons: it is necessary to protect health and safety or to prevent discrimination on the grounds of disability or where consent has been obtained, if required.
- Information in relation to criminal record (DBS) checks, which are relevant for some roles, will be processed on the basis that it is necessary for us to comply with the law or consent will be obtained, if required.
- Once a position has been found for you, we will process your personal data, including financial information, for the purpose of you entering into a contract to fulfil your role and to enable us to pay you, depending on the specific contractual arrangements and circumstances.
- For the purposes of paying you, where relevant, we are legally obliged to provide information to HMRC.
- Once a placement has been secured, we may also process your data on the basis of our legitimate interests i.e. for administrative purposes.

Your rights

Under GDPR (see EU General Data Protection Regulation), you have a number of specific rights over your personal information:

Right of access – if you want to know if we are storing or processing any personal data about you, you can contact us to find out. If this is the case, you may find out what purpose it is being stored for and request a copy of your data by contacting us. Your data will be supplied as soon as is practical in a CSV (comma separated value) file format which can be opened as a simple text file or as a spreadsheet. There is no charge for making a request or for the electronic data file, but if the number and frequency of requests is unreasonable we may charge an admin fee.

Right to correction – if you believe that any information we are holding on you is incorrect or incomplete, please contact us as soon as possible. We will promptly correct any information found to be incorrect.

Right to erasure – if you want to remove your personal data from our records, you can request this by contacting us. We will remove the data as far as it is practically within our power, and where we are not legally obliged to retain it.

Right to object – if you no longer want us to process your data you can request this by contacting us.

Right to complain – if you are unhappy with how we are managing your personal data, you can lodge a complaint with the UK supervisory authority, the Information Commissioner's Office (ICO).

Retention of your data

Your data will be retained for no longer than is necessary or required by law and in accordance with this Policy.



Vacancy Updates service

We will hold and process your data (email address) only for the purpose of informing you about vacancies, the Updates service and our other recruitment services. If you choose to Unsubscribe from the service we will endeavour to erase your data immediately and within 28 days at the latest.

Withdrawal of consent

If you have provided us with your consent to process your data, for the purpose of using our services and us finding you suitable work, you have the right to withdraw this at any time. In order to do so you should contact us by emailing dataconsent@themedicalroom.com

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to Information Commissioners Office at <https://ico.org.uk/concerns/>

Contact

Please address any questions, comments and requests regarding our data processing practices to Mike Green, Compliance and Assurance Director: dataconsent@themedicalroom.com

Privacy and GDPR Policy Review

This Policy will be reviewed each year, unless new legislation is introduced that needs to be reflected in the policy.

Policy Revised: May 2018

You can download a pdf copy of this policy from:
<http://themedicalroom/PrivacyPolicy.pdf>