

Privacy Statement for Recruitment

Reasons for Processing: Hertfordshire Good Care is a trading name of Hertfordshire Care Providers Association Ltd. (HCPA). By submitting any sort of application material, either written or recorded, to HCPA you the applicant are entering into an agreement limited exclusively to the recruitment process. HCPA will not have any further obligations to you under this agreement except where it pertains to said process. Any processing of your personal data will be carried out under the lawful principle of fulfilment of contract.

Purpose: Your data will only be processed in the first instance for the purpose of considering your application to a role at HCPA.

Should you be successful in your application to a role, any application information you provide may be referred to further during probation and performance review. This data will be stored within your HR record for the duration of your employment plus six years.

Should you not be successful in your application, data will be retained for no longer than six years after the final date of correspondence with you. Data stored will be processed further should you make future applications for roles with HCPA. HCPA reserve the right to contact you again within that six-year retention period should newly advertised roles match your skillset.

Scope: Only data relevant to your application will be sought by HCPA. Should you submit unsolicited additional information not relevant to your application that cannot be easily separated from that needed then it will be stored and retained on the same principals as above.

Security: HCPA hold themselves to the standards set by the Information Commissioners Office in assuring that any personal data handled by them is as secure as they can reasonably make it. HCPA maintain the Cyber Essentials accreditation.

HCPA ensure that any contracts awarded to third parties are robust and that data principles set out by the third party are equal to or more stringent than their own. Links to Third Party processor privacy policies are provided below:

<https://breezy.hr/security>

<https://uk.indeed.com/legal#dpa>

<https://www.microsoft.com/en-gb/trust-center/privacy>

No paper copies of personal data are generated or stored at HCPA registered offices or elsewhere.

Access and Deletion: You have the right to access and request deletion of any personal data HCPA hold about you at any time. Please submit access and data deletion requests to workfor@hcpa.co.uk. HCPA will maintain some personal data linked to financial records that are required to be held by law.

Accountability: HCPA are a registered data processor with the Information Commissioners Office. If you feel at any time that your data has been mis-handled, please contact workfor@hcpa.co.uk in the first instance. If you do not feel that your complaint has been handled effectively then you have the right to contact the ICO directly [here](#).