



Privacy statement

1. Purpose of our privacy statement

1.1 Under the Data Protection Act 2018 and the General Data Protection Regulation, we are required to explain to you why we are asking for this information about you, how we intend to use the information you provide and whether we will share this with anyone else.

2. Who are we?

2.1 We are Lily Staffing solutions our address – Upper Offices, 6 South Terrace, South Street, Dorchester DT1 1DE.

3. Our Data Protection Officer

3.1 Our Data Protection Officer is responsible for overseeing what we do with your information and monitoring our compliance with data protection laws.

3.2 If you have any concerns or questions about our use of your personal data, you can contact our Data Protection Officer by writing to The Data Protection Officer, Upper Offices, 6 South Terrace, South Street, Dorchester DT1 1DE

4. Why are we collecting your information?

4.1 At the initial stage, we will use information provided to us in order to process your application for employment.

4.1.1 The information that is used at application stage is the information provided to us:

- on an application form
- on other supplementary information forms if needed;
- during initial assessments/interviews with us;
- by telephone; and
- in your electronic and written communications.

4.2 Should you become an employee of ours, we will use your personal information to provide you with personalised services in relation to:

- risk management; and

- your employment with us

4.2.1 The information that is used should you become an employee of ours is the information provided during the application stage and information provided during on-going:

- face-to-face meetings and interactions;
- telephone calls; and
- electronic and written communications.

5. What information are we collecting?

5.1 During your application, we will collect the following information:

- your name, date of birth and personal contact details;
- your National Insurance number;
- your language preferences and communication needs;
- the gender you identify as;
- the ethnicity you describe yourself as belonging to;
- your religious beliefs;
- any cautions or unspent convictions you may have.
- details in relation to your health
- the contact details of next of kin

5.2 Should you become an employee or candidate of ours, we will use the information provided during your application in order to provide you with our services. ,

- details of your contact and interactions with us in person, by telephone and in electronic and written communications;

5.3 We have CCTV in operation at most of our locations; if there is CCTV in operation, there will be signs clearly visible to indicate that this type of recording is taking place. CCTV is only used in public shared areas.

6. What we are going to do with your information

6.1 Your information will be stored and used by us in accordance with this privacy statement and also in accordance with your rights under the Data Protection Act 1998 and the General Data Protection Regulation.

6.2 At application stage, the information provided to us will be used for the following purposes:

6.2.1 it will be collected and used by us fairly and openly for the purpose of assessing the suitability for employment

7. What is the legal basis for using your information?

7.1 In accordance with the data protection laws, we need a "legal basis" for collecting and using information about you. There are a variety of different legal bases for processing personal data which are set out in the data protection laws.

7.2 The lawful bases on which we rely in order to use the information which we collect about you to at application stage and should you become an employee or candidate of ours are:

7.2.1 using special categories of information about your health: to assess suitability for certain roles

7.2.2 using your information in this way is necessary for us to take steps at your request prior to entering into a contract and to perform the contract between us;

7.2.3 you have provided explicit consent to our use of your information. There is a limited amount of special category information that we use on the basis of your consent. We will inform you prior to collecting or processing your information based on consent and keep a record of your consent;

7.2.4 using your information is necessary for us to comply with a legal obligation to which we are subject; and

7.2.5 it is necessary to use that information to protect someone's vital interests (which will usually be a 'life or death' situation).

8. Sharing your information

Members of Lily Staffing Solutions

8.1 We will share some of your information with other staff and clients

where necessary in order to best provide the services to you in accordance with the contract between us.

8.2 Your information will only be accessed by other stakeholders where it is necessary to do so in order to provide services to you in accordance with our contract.

will only be able to use the information when completing work on behalf of us.

Regulators and other legal obligations

8.3 We may also be required to share your information with our regulators who are permitted access to this information by law and with other organisations where we have a legal obligation to share the information with them. For example, the Regulator of Social Housing, Dorset County Council and/or the Care Quality Commission.

Other organisations

8.4 We may from time to time share your information with other organisations, such as Potential employers

8.5 the police for the purpose of detection and prevention of crime;

8.6 organisations with a function of auditing and/ or administering public funds for the purpose of detection and prevention of fraud; and

8.7. Transferring your information abroad

8.8 We will not transfer the information you provide to us outside of the European Economic Area.

9. Security of your information

9.1 The information that you provide will be uploaded, stored securely on our systems and the form that you complete will be shredded. Our security measures and procedures reflect the seriousness with which we approach security and the value we attach to your information.

9.2 Only relevant members of staff will access the information you provide to us.

11. Can we use your information for any other purpose?11.

11. In limited circumstances, we may use your information for a purpose other than those set out in this policy. If we intend to do so, we will provide you with information relating to that other purpose before using it for the new purpose.

11.1 Storing your information and deleting it

11.2 We will hold your information securely during the period of our relationship and for a set period afterwards in line with legal requirements, best practice and any follow up that may be necessary.

11.3 At application stage, if you decide not to take your application any you can ask for your information to be deleted

11.4 Should you become an employee or candidate of ours, we will hold the information collected at application

stage and while you are a working for or on behalf of us during the period of our relationship and for set periods of time afterwards. For example, normally, we will retain some of your information records for 6 years. Breach of contract can be claimed as long as 6 years after your employments ends. As a result, we will keep personal data, performance appraisals and employment contracts for six years after an employee leaves.

Working time records:2 years from the date the records refer to. Payroll records: 3 years from the end of the tax year that they relate to. Maternity, Paternity or Shared Parental Pay records: for 3 years after the end of the tax year that the payment stopped.

11.5 Once the relevant set period set out in our retention schedule has come to an end, unless

there is another identifiable reason for which it necessary to hold on to your information, we will delete your information.

11.6. Your rights

11.7 In relation to the information which we hold about you, you are entitled to:

11.8 ask us for access to the information – this should be done in writing to senior staff;

11.9 ask us to rectify the information where it is inaccurate or is incomplete;

11.1.1 ask us to erase the information that is used on the basis of your consent and take steps to ask others who we have shared your information with to also erase it;

11.1.2 ask us to limit what we do with your information;

11.1.4 object to our use of your information and ask us to stop that use; and

11.1.5 instruct us to provide you with the information we hold about you in a structured and commonly used format or transmit that information directly to another organisation (for example, if you want the information to be sent to another housing provider or support provider).

11.1.6 Our obligations to comply with the above rights are subject to certain exemptions.

11.1.7 Where we are using your information because you have provided your consent to that use, you are entitled to withdraw your consent at any time. The lawfulness of our use of your information before consent was withdrawn is not affected.

11.1.8 To exercise any of the rights referred to above, you should contact our Data Protection Officer by writing to The Data Protection Officer, Upper Offices, 6 South Terrace, South Street, Dorchester DT1 1DE.

11.1.9 You also have the right to complain to the Information Commissioner's Office (the "ICO") if you are not satisfied with the way we use your information. You can contact the ICO by writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF