



### **1. Business details**

This is the privacy notice of WCS Care Group Ltd.

Our registered office is at Newlands, Whites Row, Kenilworth, CV8 1HW.

WCS Care is registered with the Care Quality Commission to provide personal care to people in residential care homes.

WCS Care runs residential care homes in twelve separate locations plus a Head Office.

### **2. Aims of this notice**

WCS Care is required by law to tell you about your rights and our obligations regarding the collecting and processing of any personal information, which you might provide to us. WCS have a range of policies and procedures which require that any personal information collected is done so with your active consent. It will always be held securely and treated confidentially in line with the applicable regulations. We have listed the relevant documents in a later section (6) and can make any of these available to you if you so wish.

### **3. What personal information we collect about employees**

WCS Care operates a safe recruitment policy to comply with the regulations in which all personal information obtained, including CVs and references, is securely kept, retained and disposed of in line with data protection requirements. All job applicants have the right to access any information about them.

### **4. How we collect information**

For job applicants the bulk of personal information is obtained from them directly and with consent through, for example, application forms, references, testimonials and criminal records (DBS) checks. When recruiting staff, we seek applicants' explicit consent to obtain all the information needed for us to decide whether or not to employ them.

All personal information obtained to meet our regulatory requirements will always be treated in line with your explicit consent, data protection, and confidentiality policies.

Our website and databases are regularly checked to ensure they meet all privacy standards and comply with our general data protection security and protection policies.

### **5. What we do with personal information**

All personal information obtained on job applicants is used only to ensure that we provide a service, which is consistent with our purpose of providing personal care to people in residential care homes, meeting all regulatory standards and requirements. It will not be disclosed or shared for any other purpose.

## **6. How we keep your information safe**

The range of policies that WCS Care has to enable us to comply with data protection requirements is:

- Access to Employee Data
- Complaints
- Computer Security
- Confidentiality of Service Users' Information
- Consent to Care and Treatment
- Data Protection
- Information Governance under the General Data Protection Regulation
- Protecting Personal Data under the General Data Protection Regulation
- Record Keeping
- Recruitment and Selection policy
- Service Users' Access to Records
- Sharing Information with Other Providers

## **7. Sharing Information**

We only share the personal information of job applicants with their consent on a "need to know" basis, observing strict protocols in doing so. We would not disclose information about applicants without their clear agreement, e.g. when providing a reference.

The only exceptions to this general rule would be where we are required by law to provide information, e.g. to provide financial data to the Inland Revenue or to assist the police in an investigation.

Where we share information for statistical purposes, the information is aggregated and provided anonymously so that there is no privacy risk involved in its use.

## **8. How personal information held by WCS Care can be accessed**

There are procedures in place to enable any job applicant, whose personal information we possess and might process in some way, to have access to that information on request. The right to access includes both the information and any uses which we might have made of the information.

## **9. How long we keep information**

WCS Care have procedures in place that determine how long we will keep the information, which are in line with relevant legislation and regulations. Job applicant data is stored securely for 6 months at which point it will be securely destroyed.

## **10. How we keep our privacy policies up-to-date**

WCS Care assess privacy risks continuously and carry out reviews of our data protection policies, procedures and protocols at least annually.