

# Privacy Policy

## Vida Healthcare Statement

The following explains how we, Vida Healthcare (Controllers) intend to use the information you provide in your application, along with your rights, our reasons for requesting it and who will have access to it.

As defined by the General Data Protection Regulation (GDPR) Vida Healthcare is the **Data Processor** and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to the data you provide.

Our Data Protection Officer for Vida Healthcare is Jill Young and can be contacted at [jyoung@vidahealthcare.co.uk](mailto:jyoung@vidahealthcare.co.uk)

## What information do we collect from you?

We collect information that is specifically provided by you as part of an application process. We will collect the following (but not limited to):

- Name, address, email, telephone number
- Application form with answers (CV if applicable)
- Equal opportunities monitoring information (defined as special categories data) - this information is purely for statistical analysis and monitoring purposes
- Answers to application questions
- Any other information you wish to provide in support of your application

We are using this Contract as our legal basis for processing, which means we can use your details and information so that we may assess your suitability for employment with us, as well as carry out our statistical analysis of recruitment.

## Why do we collect this information and who do we share it with?

Details you provide in this application:

- Will be held on our computer systems and may be downloaded by us
- Will be used to deal with your application (by Heads of Department and members of the business relevant to the recruitment process)
- Will be used for communication with you regarding the vacancy
- Will be used to satisfy legal requirements
- Will be used for statistical analysis
- Will be held and may be used to contact you about other vacancies

We will store your application data for 24 months after the vacancy has closed. After this period, it will be deleted from our system.

## How can I access the information you hold about me? Your rights

We are dedicated to providing reasonable access to visitors who wish to review the personal information retained when they apply via our website site and correct any inaccuracies it may contain. If you choose to apply, you may wish to correct and update your details, or withdraw your details at any time. To do this, you will need to contact our DPO. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to Vida Healthcare and the processors handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data
- you have the right to ask for a copy of the information we hold about you (Subject Access Request - S.A.R)
- You have the right to lodge a complaint with a supervisory authority - the ICO  
Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.  
If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure. If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)) or seek recourse through the courts.

Vida Healthcare can exercise the right to update this policy as and when required.