

# Privacy Policy

## Who we are

Our website address is: orchid-care.uk.

What personal data we collect and why we collect it

## Comments

When visitors leave comments on the site we collect the data shown in the comments form, and also the visitor's IP address and browser user agent string to help spam detection.

An anonymised string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

## Media

If you upload images to the website, you should avoid uploading images with embedded location data (EXIF GPS) included. Visitors to the website can download and extract any location data from images on the website.

## Contact forms

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so that you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

## Cookies

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser.

When you log in, we will also set up several cookies to save your login information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select "Remember Me", your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

If you edit or publish an article, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

## **Embedded content from other websites**

Articles on this site may include embedded content (e.g. videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website.

These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracking your interaction with the embedded content if you have an account and are logged in to that website.

## **Analytics**

### **Who we share your data with**

### **How long we retain your data**

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognise and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

### **What rights you have over your data**

If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

### **Where we send your data**

Visitor comments may be checked through an automated spam detection service.

### **Your contact information**

### **Additional information**

### **How we protect your data**

### **What data breach procedures we have in place**

### **What third parties we receive data from**

### **What automated decision making and/or profiling we do with user d**

# PRIVACY NOTICE

## RECRUITMENT

### Introduction

ZAMSS Ltd t/a Orchid Care respects your personal information and undertakes to comply with all applicable data protection legislation currently in force.

ZAMSS Ltd t/a Orchid Care may use personal information provided by you during the recruitment process either with your consent or on the basis of the following:

1. Contract: the processing is necessary for a contract we have with you
2. Legal obligation: the processing is necessary for us to comply with the law (not including contractual obligations)
3. Vital interests: the processing is necessary to protect someone's life
4. Public task: the processing is necessary for us to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
5. Legitimate interests: the processing is necessary for our or your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

Except as provided under these terms, the company will not disclose your personal information without your permission unless such disclosure is required by law or other court order.

You are entitled to request a copy of the information which the company holds about you. If you become aware that the personal information the company holds about you is inaccurate, you may request that it is amended. Any requests in this respect or any other correspondence relating to the personal data we hold about you should be made to the company's Data Protection Officer .

Where processing is based upon consent, you have the right to withdraw consent at any time which will not affect the lawfulness of processing based on consent before its withdrawal.

The company's Data Protection Officer is Sajda Butt who will monitor GDPR compliance within the organisation and advise the organisation of their obligations. If you have any concerns or need further information then please contact the Data Protection Officer.

For information on GDPR and your obligations, or if you have any concerns you should contact Sajda Butt.

### How information about you will be used

The company collects information about you. This is to:

1. Ensure that we can verify your identity
2. Ensure that we can verify information provided by you during the recruitment process including, but not limited to, your employment history and qualifications
3. Gather information regarding any disability you suffer from in order that we can make reasonable adjustments during the recruitment process (where applicable)
4. Confirm that you have the legal right to live and work in the UK

## Gathering information

The below table provides information as to what information we will gather about you during the recruitment process, how we will gather it (and who from) and who we may share it with:

Type of information	Who it is shared with	Legal basis for processing this information	Retention period for keeping this information
<p>Personal details (name and address, email address, phone number, date of birth, qualifications, professional registrations, employment history, information, current salary, benefits package, terms of employment)</p>	<p>Internally shared with: Recruitment officer, Registered manager</p> <p><b>Qualifications:</b> We may make contact with any training bodies / governing bodies you have declared to verify declared qualifications / registrations</p> <p><b>Employment history/ Details of previous terms of employment:</b> References are sought from referees provided on commencement of employment</p>	<p>Legitimate Interest: to ensure that all relevant employment details are known to senior personnel within the business</p> <p>Legitimate Interest: to verify all declared qualifications have been undertaken by the candidate appropriate training / qualifications are provided or undertaken</p> <p>Legitimate Interest: References are obtained as part of our recruitment process to confirm the details provided by the candidate are accurate</p>	<p>Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)</p>
<p>Information on any disabilities, for the purpose of making arrangements for interview</p>	<p>Internally shared with: Recruitment officer, Registered manager</p>	<p>Legitimate Interest: Special category data is processed in accordance with provision h) of Article 9 for the assessment of the working capacity of the employee</p>	<p>Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)</p>
<p>Identity / Eligibility to work in the UK check</p>	<p>Internally shared with: Recruitment officer, Registered manager</p> <p>UK Immigration &amp; Visas/ Employers Checking Service</p>	<p>Legal Obligation: to ensure that we only employ candidates who have the legal right to work in the UK</p>	<p>Six months after the role has been filled or the end of the recruitment process (in the event that the role is not filled)</p>
<p>Driver's license</p>	<p>Internally shared with:</p>	<p>Legal obligation: to</p>	<p>Six months after the</p>

details	Recruitment officer, Registered manager Recruitment officer, Registered manager DVLA	ensure that all employees are able to drive (where the role requires the candidate to drive)	role has been filled or the end of the recruitment process (in the event that the role is not filled)
Criminal record checks (current name, previous names, birth details, contact details, national insurance number, passport details, driving licence, national identity card, current address, address history and credit/debit card details)	Disclosure Scotland/ Disclosure & Barring Service	Legal obligation: to ensure that candidates are legally able to work with children/vulnerable adults/ in a regulated environment	Six months after the role has been filled, the end of the recruitment process (in the event that the role is not filled) or the check being carried out, whichever is the later
Social media searches	Internally shared with: Recruitment officer, Registered manager	Legitimate interest: to verify the candidate's identity and to ensure that the candidate does not partake in any activities or shares any belief that contradicts the work of the company or its work/ethos	Six months after the role has been filled, the end of the recruitment process (in the event that the role is not filled) or the check being carried out, whichever is the later

The company will not use the information supplied by you during the recruitment process for any other purpose other than recruitment for the role which you have applied.

In the event that you are successful in the role, the company will retain all of the above information as part of your personnel file and a separate privacy notice will be issued to you on commencement of employment which will detail the information we hold on you, who it is shared with, the legal basis for processing your information and our data retention periods which are greater than those specified above.

The Supervisory authority in the UK & NI is the ICO/in the Republic of Ireland is the Data Protection Commission. Where you have a complaint regarding the handling of your data which you do not think can be handled internally, then you have the right to make a complaint to the ICO/Data Protection Commission.

### **Retaining details – consent**

We may wish to retain your details on file for future suitable vacancies. With your consent, we would retain your details for this purpose for 12 months.

By ticking this box you consent to us retaining your details on file for the period cited above and to us contacting you regarding future suitable vacancies.