



## “Introduction

This privacy policy sets out how City & County Healthcare Group Ltd uses and protects any information that you give us when you use our website.

We are committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

We may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes.

This policy is consistent with our overall organisational Data Protection Policy, which is available on request from [enquiries@candhealthcare.co.uk](mailto:enquiries@candhealthcare.co.uk).

## What information we collect

The following table shows the personal information that certain processes on our website will require us to obtain from you:

Process	Information we will require
Contact/feedback form	<ul style="list-style-type: none"><li>• Your name</li><li>• Your contact information, including your email address</li></ul>
On-line employment applications	<ul style="list-style-type: none"><li>• Your name</li><li>• Your contact information, including your email address</li><li>• Your NI number</li><li>• Information about any disabilities you may have</li><li>• Information about your eligibility to work in the UK</li><li>• Whether you have a driving licence and any endorsements</li><li>• Languages you speak</li><li>• Your qualifications</li><li>• Your work history</li><li>• Referee details</li><li>• Details about a service you might be thinking about buying from us</li><li>• Details of any criminal convictions, reprimands or warnings you may have received.</li></ul>

## What we do with your information

We will only use the personal information you provide for the processes listed above. Your information may be used for business analysis, but where this is done, your information will be anonymised and used only for statistical purposes.

## Security

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online.

## Cookies

A cookie is a small file which is placed on your computer's hard drive when you visit a website. When you visit a site that uses cookies for the first time, a cookie is downloaded onto your computer. The next time you visit that site, your computer checks to see if it has a cookie that is relevant (that is, one containing the site name) and sends the information contained in that cookie back to the site. The site then 'knows' that you have been there before, and in some cases, tailors what pops up on screen to take account of that fact.

Cookies can also be used to record information about your use of a website and to store data on sites that use 'shopping carts' etc.

Cookies are not usually anything to be concerned about and we will never use cookies in any way that compromises your privacy. However, if you are worried about cookies used on our site, most web browsers can be modified to decline cookies if you prefer (although this may prevent you from taking full advantage of the website).

We use traffic log cookies to identify which pages are being used. This helps us analyse data about web page traffic and improve our website in order to tailor it to customer needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie in no way gives us access to your computer or any information about you, other than the data you choose to share with us.

## Links to other websites

Our website contains links to other websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## Sharing your personal information

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee may be payable. If you would like a copy of the information held on you please contact City & County Healthcare Group's headquarters [enquiries@candhealthcare.co.uk](mailto:enquiries@candhealthcare.co.uk) .

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect."