

Hospital Staff Solutions Privacy Policy

Protecting the privacy and personal data of our candidates is of utmost importance to Hospital Staff Solutions. Any information you give us via our website, email or by telephone will be used by us in accordance with the Privacy Statement below.

1. Your consent to this Privacy Statement

By providing your personal information to us, you signify your acceptance of our Privacy Statement and consent to the collection, use and disclosure by us of your personal information as described in this Privacy Statement.

2. What do we mean by personal information?

Personal information (or data) is information about an identifiable individual, as defined by applicable law. Such information may include your name, address, e-mail address, and education and employment history.

3. Collecting and processing your personal information

- a. You decide what personal information you provide to us. To help in the recruitment process, Hospital Staff Solutions collects personal information about you from your CV as submitted by you via our website or email, which may include, your name, address, email address, education and employment history, all information that is typically included in a job application.
- b. You may choose to provide us with personal information if, for example, you contact us with an enquiry and submit your CV with your personal information. You may also submit personal information by making requests for us to provide you with information.
- c. By providing any personal information to us, you are confirming you understand fully and clearly consent to the collection and processing of such information.

4. Sensitive personal information

Sensitive personal information (or data) is information as to an identifiable individual's:

- a. racial or ethnic origin;
- b. religious beliefs or other beliefs of a similar nature,
- c. membership of a trade union,
- d. physical or mental health or condition,
- e. commission or alleged commission of any offence, or
- f. any proceedings for any offence committed or alleged to have been committed by them or the disposal or sentence in such proceedings.

If we do require such information for a particular role, this will be made clear as part of that specific application process.

Should you provide to us sensitive personal information, you explicitly consent to us collecting, using and processing that information in accordance with this Privacy Statement.

5. How we may use your personal information

Once we have collected your personal information via our website, email or by telephone, we may use and/or disclose it in one or more of the following ways:

- a. Job Opportunities - We may use your personal information in order to consider you for job opportunities. This includes positions for which you have specifically applied for and, otherwise asked us to do so, we may also consider you for positions which we feel, from your application, you may be suitable for and which may interest you. We may then use your personal information to communicate with you about these opportunities. Your personal information may be disclosed to third party clients
- b. Analysis - We may use information for recruitment and marketing analysis, for example, to measure the amount of traffic to our website. We may also provide this information to certain third party agencies acting on our behalf, for example those who assist us with recruitment or evaluate the effectiveness of our service. We may also share non-personal information with others, such as our service providers and advertisers, in aggregate anonymous form, which means that the information will not contain any personally identifiable information about you.
- c. Sale or Transfer - In the event of a sale, merger, consolidation, change in control, transfer of substantial assets, financing, reorganisation or liquidation [of Hospital Staff Solutions Ltd], we may transfer or assign to third parties information concerning your relationship with us, including personally identifiable information that you have provided to us.
- d. Legal purposes - We may collect, use and/or disclose your personal information if permitted by law or required to do so by law or where we believe such action is necessary in order to detect, protect or defend us and/or other third parties against error negligence, breach of contract, theft, fraud and other illegal or harmful activity, to comply with our audit and security requirements.

6. Disclosure of personal information

In addition to disclosures required for the uses identified above, from time to time we may disclose personal information to the extent necessary to:

- a. our service providers and subcontractors, retained to perform functions on our behalf or to provide services to us in relation to the recruitment process and management of our website. These may include data processing; software development; website hosting and management; information technology and office services; legal, accounting, audit and other professional service providers; and/or

- b. any other third party with your consent or where disclosure is required or permitted by law.

7. Security

We take the security of your personal information seriously and have put in place appropriate technical and organisational measures designed to safeguard the information we collect and use.

However, the transmission of information via the internet and e-mail is not completely secure and we cannot guarantee the security of your information transmitted to our site. We therefore recommend that you do not include confidential, proprietary or sensitive information in your application or subsequent e-mails.

8. Information on retention, access, and any further questions

As part of our commitment to your privacy, we do not seek to hold your personal information for any longer than necessary. Your data will be retained based on relevant legal and business requirements. If however you have asked us to keep you informed of new positions on an ongoing basis, we will continue to retain your personal information to keep you updated on such opportunities.

At your request, and in accordance with the law, we will confirm what personal information we hold about you, update your information, remove your information and/or correct any inaccuracies in such personal information.