

Privacy Policy

Privacy Policy

Last updated: 4th May 2018

This document informs you of Quality Care Cleaning's ("us", "we", or "our") policies regarding the collection, use and disclosure of Personal Information we receive from, and hold on, our staff.

We use your Personal Information only for business purposes. By supplying your data, you agree to the collection and use of information in accordance with this policy.

Information Collection And Use

While employed with Quality Care Cleaning, or having applied for a role / accepted an offer to join the company, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally identifiable information ("Personal Information") may include, but is not limited to;

- your name, address, contact details (phone, emails), date of birth etc.
- previous work history / references
- national insurance number
- banking details
- medical data such as current/previous ailments / injuries, Occupational Health assessments, doctor's medical reports
- right to work proof such as passport, birth certificate, nationality etc.
- proof of address
- driving license
- criminal records confirmation/check

This data is collected to allow us to manage your employment with us, including but not limited to:

- processing of payroll,
- processing of security clearance where required for business purposes such as to access clearance only client sites,
- providing statutory checks for the purpose of right to work, payroll purposes etc,
- ensuring health and safety legislation adhered to,
- processing capability management issues,
- allowing for work related contact,

Staff's personal data is not passed onto third parties unless it is relevant for one of the above processing reasons i.e. to a service provider such as payroll or occupational health.

Storage

Job applicant details are, if unsuccessful, held for a maximum of 3-months to assess if a more suitable role arises for which they could be considered. The data is then shredded.

In an effort to reduce the use and storage of paper; Quality Care Cleaning stores staff's personal data electronically. When a new employee is hired, their personal data is processed and then

scanned to be stored electronically in their personal file on the server. The hard copies are then shredded.

Access to personal data is restricted to appropriate Head Office staff / management who may require this data for the business purposes detailed above.

Communications

We may use your Personal Information to contact you with newsletters or other business or employment related information.

Security

The security of your Personal Information is important to us, but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Changes To This Privacy Policy

This Privacy Policy is effective as of 25th May 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued employment after we post any modifications to the Privacy Policy on this page will constitute your acknowledgment of the modifications and your consent to abide and be bound by the modified Privacy Policy.

If we make any material changes to this Privacy Policy, we will notify you either through the email address you have provided us, or by placing a prominent notice on our website.

Contact Us

If you have any questions about this Privacy Policy, please contact us.