



Privacy Policy

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 solely 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.

Website 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.

How we use cookies

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences.

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.

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.

You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

Links to other websites

Our website may contain 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.

Controlling your personal information

You may choose to restrict the collection or use of your personal information in the following ways:

- Whenever you are asked to fill in a form on the website, look for the box that you can click to indicate that you do not want the information to be used by anybody for direct marketing purposes
- If you have previously agreed to us using your personal information for direct marketing purposes, you may change your mind at any time by writing to or emailing us at info@qualitycarecleaning.co.uk





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. We may use your personal information to send you promotional information about third parties which we think you may find interesting if you tell us that you wish this to happen.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to

info@qualitycarecleaning.co.uk

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

Review

A review of this policy will be undertaken by the Senior Management Team annually or more frequently as required, and will be approved by the Managing Director.



Joanna Goode, Managing Director

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