

Keystone Healthcare uses personal and confidential information for a number of purposes related to business activity.

This Privacy Notice provides a summary of how we use your information. To ensure that we process your personal data fairly and lawfully we are required to inform you:

- Why we need your data
- How it will be used
- Who it will be shared with

This notice also explains what rights you have to control how we use your information. The law determines how organisations can use personal information. Keystone Healthcare processes personal data in relation to its own staff, work seekers and individual client contacts, therefore we are deemed a 'data controller' for the purposes of the Data Protection Act 1998.

Keystone Healthcare recognises the importance of protecting personal and confidential information in all that we do and ensures that we meet our legal obligations in relation to the processing of data.

Keystone Healthcare collects information from you for lawful purposes in relation to administering the business activities. These purposes include:

- Recruitment and selection
- Compliance requirements
- Suitable work opportunities
- Accounting and payroll
- Audit and assessment purposes
- Accounting and payroll
- Training and Professional development
- Information and administration
- Consultancy services

Keystone Healthcare processes information to enable us to support you with seeking suitable employment, support our clients with temporary worker placements, maintaining our Accounts, record keeping and management of our employees.

Keystone Healthcare uses the following information:

- Personal details provided on your application documentation
- Education, training and professional development records
- Employment history, references and updated CV information
- Identity documentation, DBS checks and right to work information
- Terms of business
- Accounting details such as payments processed, HMRC purposes, benefit claim requests

Keystone Healthcare processes information provided by temporary workers to manage their application for work. Information obtained will be kept in line with our specified Record retention procedures.

### **The Information obtained will be used to ensure that:**

- Our processes are effective with regards the recruitment of temporary workers
- We investigate any complaints or concerns
- We can seek appropriate work for our employees

### **Record keeping and retention of information we hold**

As part of our business activity we must keep personnel and financial records in order to run the business effectively and to comply with statutory and client requirements.

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The type of record will determine the length of time we must retain the records for. All records we hold are kept in line with Data Protection Laws

### Personnel records

- Worker seeker records inc application form/CV, ID checks, details of assignments, opt out notices and interview notes for successful and unsuccessful candidates.
- Clients details including terms of business, assignment and requirement details

**This information will be retained for 1 year from last date of supply or introduction to client (Conduct of Employment Agencies and Employment Business Regulations 2003 (Conduct regulations))**

- Terms of engagement with temporary worker and terms of business with clients

**This information will be held for 6 years in order to deal with any civil action in form of contractual claim (Limitation Act 1980)**

- Working time records
- 48 hour opt out notice
- Annual Leave records

**This information will be held for two years after last date of supply**

- Annual Appraisal and assessment records

**No specific period is required though it states that records should only be kept for as long as is necessary so Keystone Healthcare will retain for 1 year from last date of supply**

- Reference requests and completions

**This information to be retained for 1 year from last date of supply under Conduct Regulations though there is no fixed requirement under Data Protection laws, which state you should only retain for as long as is necessary. References will only be provided if a staff member has requested same in writing to Branch Manager**

- DBS checks

**There is no longer a 6 month limit on how long DBS certificates can be held for. With regards to handling and storing DBS certificates and information the DBS code requires registered bodies to 'handle all information provided to them by DBS, as a consequence of applying for a DBS product, in line with the obligations under Data Protection Act 1998. DBS records will be retained for 1 year from last date of supply.**

- National Minimum Wage Documentation

**For HMRC purposes: 3 Years after the end of the pay reference period following the one that the records cover (National Minimum Wages Act 1998) or 6 years (5 in Scotland) in order to show that NMW rates have been paid in case a breach of contract claim is made.**

- **Sickness records and SSP**

Record kept by Branch on Webroster of all sickness for monitoring, and also by Payroll for SSP purposes

- Statutory maternity, paternity and adoption pay

**3 years from the end of tax year to which it relates**

- Pensions, autoenrollment, and related information inc contributions **made**

**6 years except for opt out notices which should be kept for 4 years**

- Gender pay gap reporting

**1 year but the statement must be kept on Government website for 1 year and organisations website for 3 years**

**Company Financial Records**

- Company accounts for 6 years
- Payroll information for 3 years
- ITEPA records for 3 years after end of tax year they relate to