

STAFF AND RECRUITMENT PRIVACY NOTICE

Camino Healthcare Ltd

Last updated: October 2026

1. Introduction

Camino Healthcare Ltd is committed to protecting the privacy and personal information of its employees and job applicants.

This privacy notice explains how we collect, use, store and protect personal information during recruitment and throughout employment. It also explains your rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to all individuals applying for employment with Camino Healthcare Ltd, as well as current and former employees.

2. Who We Are

Organisation name: Camino Healthcare Ltd

Business activity: Mental health care home services.

Camino Healthcare Ltd is responsible for determining how and why personal information relating to job applicants and employees is processed.

If you have any questions about this privacy notice or how we handle your personal information, please contact us using the contact details provided on our website.

3. What Personal Information We Collect

Depending on your application or employment, we may collect and process the following types of personal information:

- **Personal details:** Name, address, date of birth and contact details.
- **Recruitment information:** CVs, application forms, employment history, interview notes and references.
- **Employment records:** Job title, employment contract, salary, working hours, training records, performance reviews and disciplinary records.
- **Qualifications and professional registration:** Relevant qualifications, training certificates and professional registration details where applicable.

- **Identity and right-to-work information:** Documents and information required to verify your identity and eligibility to work in the UK.
- **Criminal record and safeguarding information:** Disclosure and Barring Service (DBS) checks and other relevant information required for positions involving regulated activities or work with vulnerable individuals, where legally permitted.
- **Health information:** Relevant occupational health assessments, fitness-to-work information, sickness absence records and reasonable adjustment requirements, where necessary and lawful.
- **Payroll and financial information:** Bank details, tax information, National Insurance number, pension information and salary records.
- **Equality and diversity information:** Information about protected characteristics where collected for lawful employment, monitoring or reporting purposes.
- **Other employment-related information:** Attendance records, training compliance, work-related incident records and information necessary to manage employment.

We only collect personal information that is relevant and necessary for the purposes explained in this notice.

4. How We Collect Your Information

We may collect personal information directly from you through application forms, CVs, interviews, employment forms and communications.

We may also obtain information from other sources where appropriate and lawful, including:

- Previous employers and referees.
- Recruitment platforms, including NHS Jobs.
- The Disclosure and Barring Service, where applicable.
- Professional or qualification verification bodies.
- Occupational health providers.
- Government departments and relevant authorities where required by law.
- Other third parties where necessary for recruitment, employment administration or legal compliance.

Where information is obtained from third parties, we will handle it in accordance with applicable data protection legislation.

5. Why We Use Your Personal Information

We process personal information for the following purposes:

Recruitment and selection

To assess applications, arrange interviews, verify qualifications, obtain references and make recruitment decisions.

Identity and safeguarding checks

To verify identity, establish the right to work in the UK, complete appropriate DBS checks and assess suitability for roles involving the care and support of people with mental health needs.

Employment administration

To manage employment contracts, maintain personnel files, administer salaries and pensions, organise rotas and maintain accurate employment records.

Training and professional development

To arrange mandatory training, monitor qualifications, maintain competency records and support professional development.

Health, safety and wellbeing

To meet relevant health and safety obligations, manage sickness absence, consider reasonable adjustments and assess fitness for work where appropriate.

Legal and regulatory compliance

To comply with applicable employment, tax, safeguarding, health and safety, and other legal or regulatory obligations.

Managing workplace matters

To address grievances, disciplinary matters, complaints, investigations and employment-related disputes where necessary.

Protecting our organisation and the people we support

To maintain appropriate safeguarding arrangements, protect staff and residents, investigate relevant incidents and meet our responsibilities as a mental health care provider.

6. Our Lawful Bases for Processing Information

We only process personal information where we have a lawful basis under the UK GDPR.

Depending on the circumstances, these lawful bases may include:

- **Legal obligation:** Where we need to comply with legal requirements, including employment, tax, right-to-work and safeguarding obligations.
- **Contract:** Where processing is necessary to enter into or fulfil an employment contract.
- **Legitimate interests:** Where processing is necessary for our legitimate business interests, provided those interests are not overridden by your rights and freedoms.

- **Consent:** Where consent is appropriate, freely given and legally valid.
- **Vital interests:** In limited circumstances where processing is necessary to protect someone's life.

Where we process special category information, such as health information, we will also identify and satisfy an applicable additional condition under Article 9 of the UK GDPR.

Where we process criminal offence or DBS information, we will ensure that the applicable legal requirements and safeguards are met.

7. Special Category and Criminal Offence Information

Due to the nature of our mental health care services, some roles may require additional checks or information to establish suitability for employment and protect the people we support.

This may include relevant health information, occupational health assessments, criminal record information and safeguarding checks.

We will only collect and process such information where necessary, proportionate and lawful.

Access to sensitive information will be restricted to authorised individuals who need it for legitimate employment, safeguarding or legal purposes.

We will not use sensitive personal information for unrelated purposes without a lawful basis.

8. Who We Share Your Information With

We may share relevant personal information with appropriate third parties where necessary and lawful, including:

- NHS Jobs and recruitment service providers.
- The Disclosure and Barring Service, where applicable.
- HM Revenue & Customs and pension providers.
- Occupational health providers.
- Payroll and human resources service providers.
- Professional registration and qualification verification bodies.
- Relevant regulators and public authorities.
- Legal advisers, insurers and other professional advisers where necessary.
- Emergency services or other appropriate authorities where legally justified.

We only share information that is necessary for the relevant purpose and take appropriate steps to protect it.

We do not sell your personal information to third parties.

9. How Long We Keep Your Information

We retain personal information only for as long as necessary to fulfil the purposes for which it was collected, including meeting legal, regulatory, employment and accounting requirements.

Retention periods depend on the type of information and the circumstances.

For unsuccessful job applicants, we will retain recruitment records for an appropriate period to manage the recruitment process, address any queries or disputes, and meet applicable legal obligations.

For employees, we will retain employment, payroll, training, safeguarding and other relevant records in accordance with our retention policy and applicable legal requirements.

When information is no longer required, it will be securely deleted, destroyed or anonymised, as appropriate.

10. How We Protect Your Information

We take appropriate technical and organisational measures to protect personal information against unauthorised access, accidental loss, alteration, disclosure or destruction.

These measures may include:

- Restricting access to authorised personnel.
- Using password protection and appropriate access controls.
- Storing physical records securely.
- Providing staff with appropriate confidentiality and data protection guidance.
- Using appropriate security measures when sharing information electronically.
- Reviewing our information-handling practices when necessary.

We take particular care with sensitive health information and criminal record information.

11. Your Data Protection Rights

Under data protection legislation, you may have the right to:

- **Access:** Request a copy of the personal information we hold about you.
- **Rectification:** Ask us to correct inaccurate or incomplete information.
- **Erasure:** Request deletion of personal information in certain circumstances.
- **Restriction:** Ask us to restrict the processing of your information in certain circumstances.
- **Objection:** Object to processing based on legitimate interests or other applicable grounds.
- **Data portability:** Request certain information in a portable format where the legal requirements are met.

- **Withdraw consent:** Where we rely on consent, withdraw it at any time. This will not affect processing carried out lawfully before withdrawal.

These rights are subject to legal conditions and exemptions. For example, we may need to retain certain records to comply with legal obligations.

To exercise your rights, please contact Camino Healthcare Ltd using the contact details on our website.

12. Data Security Incidents

If a personal data breach occurs, we will assess the incident and take appropriate steps in accordance with applicable data protection law, including notifying the Information Commissioner's Office and affected individuals where legally required.

13. International Transfers

If we transfer personal information outside the United Kingdom, we will ensure that any such transfer complies with applicable data protection legislation and that appropriate safeguards are in place where required.

14. Changes to This Privacy Notice

We may update this privacy notice from time to time to reflect changes in our practices, services or legal obligations.

The latest version will be made available on our website.

15. Contact Us

If you have questions about this privacy notice, how we process your personal information or how to exercise your data protection rights, please contact Camino Healthcare Ltd using the contact details published on our website.

You also have the right to raise concerns with the Information Commissioner's Office (ICO).

ICO website: <https://ico.org.uk/>

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