



PRIVACY POLICY for Locum Supply Ltd / locumsupply.com

LAST UPDATED MAY 2018

At Locum Supply we are dedicated to safeguarding and protecting your privacy when visiting our site or communicating electronically with us.

This Privacy Policy, together with our terms of use, provides an explanation as to what happens to any personal data that you provide to us, or that we collect from you.

We update this Policy from time to time so please do review this Policy regularly.

For the purpose of the Data Protection Act 1998 and the General Data Protection Regulation, our data controller is Locum Supply Ltd. We are registered with the Information Commissioners Office – registration number – Z1877439

Information we collect

When you register with Locum Supply Ltd via our website, we collect the following information that you submit which includes personal information about you including but not limited to the following:

- Full Name
- Home Address
- Telephone Number
- Email Address
- Nationality
- Gender
- GPhC Registration Number
- National Insurance Number
- Date of Birth
- Work Permit Details if applicable
- Passport Details / copy
- Professional Indemnity Insurance Information
- Reference contact information
- NHS Smartcard
- Enhanced DBS Certificate & agreement to view details on Update Service website
- Professional Qualification / Accreditation Information
- Your bank details (If applicable) to register you for payments with our clients (This information is destroyed once registered)
- Feedback that we receive from you or our Clients
- Historic and future booking placements are retained on our database

How we collect your information

Cookies

Directly from you when you submit your registration to us via our website

Directly from you when you complete forms on our website

Directly from you when you provide us with documents &/or information via email, post, fax and telephone communications

General Pharmaceutical Council - we use your GPhC registration number which you provide us with to view your GPhC registration status at <http://www.pharmacyregulation.org>

We review your current DBS status via the Update Service website

Reference requests from the referees provided by you

We will also collect and process information on the following data about you:

- i. Information that you provide by filling in forms on our website, such as personal or company details, including name & address, and all personal details submitted using our web site.
- ii. Information provided to us when you communicate with us for any reason.
- iii. Session information stored in cookies, these do not include any personal information and are used to ensure the correct data is extracted from the database when using our interactive systems

Use of Your Information

The information that we collect and store relating to you is primarily used to enable us to provide our services to you. In addition, we may use the information for the following purposes:

- i. To find you employment, to obtain references or indications of suitability for work in our operational communications with companies to assist us in our role as a recruitment agency
- ii. To meet our contractual commitments to you.
- iii. To place you with Clients that are in line with both your and the Clients requirements
- iv. To notify you about any changes to our website, such as improvements or service/product changes, that may affect our service.
- v. To ensure that we comply with all regulations and regulatory bodies

Third Parties

Locum Supply will never share your information / data with other third parties apart from the Clients that we place you with to enable us to administer our services to you.

In addition, we will share your information with regulatory bodies at your request and with your permission for additional services such as Enhanced DBS applications.

If you do not want us to use your data for any of our third parties or you wish to have your details removed from our database, please email us at admin@locumsupply.com placing the word "Unsubscribe" and we will remove your details from our database as soon as possible.

Storing of and disclosure of your Personal Data

We will not transfer any data that we collect from you to locations outside of the European Economic Area.

By submitting your personal data, you agree to our, storing or processing of your data. Locum Supply Ltd will take all reasonable steps to make sure that your data is treated securely and will be used in accordance with the Data Protection Act 1998 and General Data Protection Regulations. Access to your information is only provided to our staff and third parties who help us to process data and support us in the recruitment process.

Data that is provided to us is stored on our secure servers.

We have security measures in place to prevent any unauthorised access of personal data & information

The transmission of information via the Internet is not completely secure and therefore we cannot guarantee the security of data sent to us electronically and transmission of such data is therefore entirely at your own risk. Locum Supply will take all reasonable steps to ensure the security of "cookie" and personal information in accordance with the terms & conditions and this privacy policy.

How long do we keep your data for?

We will retain your personal information whilst you are registered with Locum Supply Ltd and for a period of time thereafter in line with different retention periods dependent on the Client Requirements and Legal Regulations. We will only retain your personal data for as long as necessary to fulfill the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements

YOUR LEGAL RIGHTS

Under certain circumstances, you have rights under data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

You can see more about these rights at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of the rights set out above, please email us at **admin@locumsupply.com**

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request is clearly unfounded, repetitive or excessive. Alternatively, we may refuse to comply with your request in these circumstances.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

Other Websites

This privacy policy only covers this website. Any other websites which may be linked to by our website are subject to their own policy, which may differ from ours.

Contacting Us

We welcome any queries, comments or requests you may have regarding this Privacy Policy. Please do not hesitate to contact us at admin@locumsupply.com

Company Name: Locum Supply Ltd

Company Number: 6980414

Registered Office: Unit 3, Harbourland Business Court, Boxley Road, Maidstone, Kent.
ME14 3DN

Registered in England – Employment Agency