



## Medisec Privacy Policy for GDPR and Data Protection Compliance

### **1. PURPOSE OF THIS NOTICE**

This privacy policy sets out how Medisec UK Limited (**02277033**) uses and protects any information that you provide when using our website [www.medisec.co.uk](http://www.medisec.co.uk) or any of our products and services.

Medisec UK Limited is committed to protecting your personal information in accordance with the Data Protection Act 1998 and the forthcoming EU General Data Protection Regulation (GDPR).

### **2. ABOUT US**

Medisec UK Ltd is the data controller for any personal information you supply to us in relation to enquiries about our products, services and when registering as a client or candidate. Our full registered business address is: –

Medisec UK Limited

Vicarage Cottage, Chapel Lane, Wythall, Birmingham, B47 6JX.

Email Address: [michele@medisec.co.uk](mailto:michele@medisec.co.uk)

### **3. WHAT DATA DO WE COLLECT**

Applicants or Clients who submit their personal details via this website or by other means are assured that Medisec UK Limited only collect information necessary in order to aid the recruitment process and for administrative purposes. This data consists of personal data such as your name, address, e-mail address, work and education history and eligibility to work.

### **4. WHAT WE USE YOUR INFORMATION FOR**

We only process the personal data you supply for the sole purpose of the recruitment process and providing a Recruitment Service.

### **5. DATA RETENTION**

We will not keep your personal information for any purpose for longer than is necessary and will only retain the personal information that is necessary in relation to the purpose. We are also required to retain certain information as required by law or for as long as is reasonably necessary to meet regulatory requirements, resolve disputes, prevent fraud and abuse, or enforce our terms and conditions. This will usually require us to retain your personal data after any business relationship has ended for accounts and records purposes and to deal with any account support questions. We require this information in order to enter into a contract with you and are unable to do so without it.

### **6. DATA SECURITY**

The security of your Data is extremely important to us. 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. Access to your Personal Data is only permitted to our staff as deemed necessary, in order to provide you with a Recruitment Service, and our professional advisors such as our auditors and external legal and financial advisors as required for statutory record keeping legal purposes.



In addition, a Clients Personal data may be shared with government authorities and/or law enforcement officials if required for the purposes above, if mandated by law or if needed for the legal protection of our legitimate interests in compliance with applicable laws.

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required to do so by law.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **7. RIGHTS OF ACCESS, CORRECTION, ERASURE AND RESTRICTION**

You have the right to object or withdraw your consent to the use of your personal information at any time, however, this may affect the services we are able to provide for you.

Where Medisec UK Limited is the data controller you are entitled to the following (subject to some legal exemptions):

- Right to be informed – Know what your data is used for
- Right of access - you can request a copy of the personal information of which you are the data subject
- Right to rectification - to have any incorrect or incomplete data corrected
- Right to erasure - to have your personal data erased
- Right to restrict Processing - to place restrictions on us processing your data
- Right to portability - to request your data to be ported (exc. 3<sup>rd</sup> Party references)

For more information on your rights please visit the ICO website <https://ico.org.uk/>

## **8. RIGHT TO WITHDRAW CONSENT**

In the limited circumstances where you have provided consent to the collection, processing and transfer of your personal data for a specific purpose you have the right to withdraw your consent for that specific processing at any time.

## **9. CHANGES TO THIS NOTICE**

Any changes we make to our privacy policy in the future will be updated on our website.

## **10. CONTACT US**

If you have any questions about this policy or you would like to speak to us about the manner in which we process your personal data, please contact our data protection point of contact Michele Powell Director at Medisec UK Limited by email [michele@medisec.co.uk](mailto:michele@medisec.co.uk) Or telephone on 0121 604 6600.

You also have the right to make a complaint to the Information Commissioners Office the UK supervisory authority for data protection issues, at any time. The ICO's details are as follows:

Information Commissioner's Office

Wycliffe House

Water Lane

Wimslow

Cheshire

SK9 5AF

Telephone – 0303 123 1113 (local rate) or 01625 545 745. Website: <http://ico.org.uk/concerns>