

At Proximity Healthcare, we are committed to protecting your privacy and ensuring the security of your personal information. This Privacy Policy outlines how we collect, use, disclose, and safeguard the personal data we gather from individuals who interact with our temporary healthcare recruitment agency. Please read this policy carefully to understand our practices regarding your personal information.

Information We Collect

We may collect the following types of personal information:

- 1.1. Personal Identifiable Information (PII): This may include your full name, address, contact details (phone number, email address), date of birth, national insurance number, passport details, and other relevant identification information.
- 1.2. Professional and Employment Information: This includes your professional qualifications, educational background, employment history, references, and any other information relevant to the recruitment process.
- 1.3. Financial Information: If applicable, we may collect bank account details or other financial information necessary for payroll and payment purposes.
- 1.4. Special Categories of Personal Data: In certain cases, we may collect sensitive personal data, such as health information, to ensure suitability for specific healthcare roles and to comply with legal requirements.

How We Collect Information

We collect personal information through various means, including:

- 2.1. Directly from You: We may collect information directly from you when you provide it to us through our website, email, telephone, or in-person communication.
- 2.2. From Third Parties: We may collect information from third parties, such as educational institutions, previous employers, background check providers, and professional references.

Use of Information

We use the collected information for the following purposes:

- 3.1. Recruitment and Employment: We use your personal information to assess your suitability for healthcare job placements, facilitate the recruitment process, verify Proximity Healthcare, enquiries@proximityhc.co.uk, 020 3808 7750. qualifications, and communicate with you regarding potential employment opportunities.
- 3.2. Compliance with Legal Obligations: We may process personal data to comply with legal and regulatory requirements, including verifying eligibility to work in the UK, conducting background checks, and ensuring compliance with relevant employment laws.
- 3.3. Payroll and Payment Processing: If you are engaged as a temporary healthcare worker through our agency, we may use your financial information to process payments, provide payslips, and fulfil other related financial obligations.
- 3.4. Communication and Support: We may use your contact details to communicate with you, provide updates on job opportunities, respond to inquiries, and offer customer support.

Sharing and Disclosure of Information

We may disclose your personal information in the following circumstances:

- 4.1. Clients and Healthcare Providers: We may share relevant information with

clients and healthcare providers seeking temporary healthcare staff to facilitate the recruitment and employment process.

4.2. Third-Party Service Providers: We may engage trusted third-party service providers to assist us with various functions, such as payroll processing, background checks, IT infrastructure, and customer support. These providers are bound by confidentiality obligations and can only use personal data for the agreed purposes.

4.3. Legal Requirements: We may disclose personal information if required by law, regulation, court order, or government request, or to protect the rights, property, or safety of Proximity Healthcare, its employees, or others.

Data Retention

We will retain your personal information only for as long as necessary to fulfil the purposes outlined in this Privacy Policy or as required by law. We will securely dispose of personal data when it is no longer needed, ensuring compliance with data protection regulations.

Data Security

We are committed to protecting your personal information and have implemented appropriate security measures to safeguard it from unauthorized access, alteration, disclosure, or destruction. We regularly review and update our security practices to maintain a high level of data protection.

The Proximity Group Ltd, Company Reg 12637165, enquiries@proximityhc.co.uk, 020 3808 7750

Your Rights

Subject to applicable law, you have certain rights regarding your personal data. This includes the right to access, rectify, erase, restrict processing, object to processing, and the right to data portability. To exercise these rights or inquire about the personal data we hold about you, please contact us using the information provided below.

Changes to the Privacy Policy

We reserve the right to modify or update this Privacy Policy at any time. Any changes will be effective upon posting the revised policy on our website. We encourage you to review this Privacy Policy periodically to stay informed about how we handle and protect your personal information.

Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or our privacy practices, please contact us at:

The Proximity Group Ltd

Email: enquiries@proximityhc.co.uk

Phone: 020 3808 7750

By using our services or providing personal information to us, you acknowledge that you have read and understood this Privacy Policy and agree to the collection, use, and disclosure of your personal information as outlined herein.