



Privacy Policy

This Privacy Policy sets out the foundation on which all personal data that Medlocums Ltd has collected from you, or data provided by yourself to us, using different types of correspondence i.e. website, any other group affiliate websites, job boards, direct emails, and events will be processed by us.

Medlocums LTD is committed to ensuring that your privacy is protected

Please take some time to read this policy carefully to understand how Medlocums uses your personal data and how it will be treated.

If you do not agree with the way in which we have/will be processing your personal data detailed within this Policy, please do not submit any personal data to us and if we already have documents of yourself on file, please contact us to have your data removed (see contact details below).

Collection and Use of your Personal Information

Medlocums gathers and uses your personal information to provide the recruitment service which has been requested by yourself. Your personal Data will generally consist of your name, contact details and other information contained in your CV and application form completed by yourself. Medlocums will ask you to complete a form confirming that you have given us your consent to hold your personal information, before it is stored and processed.

The data that Medlocums would collect and process will vary depending on whether you are a Medlocums Candidate, Employee, Third Party Supplier or Client Contact.

The Personal Data that has been or will be requested, stored, processed, used and disclosed by Medlocums will be used for the following actions:

- To evaluate data gathered about you against vacancies available for you, which we may deem suitable for you. In line with the nature of recruitment services, we will keep your data on our database with your consent.
 - Medlocums will also be sending your information to its clients to put you forward as a candidate for vacancies or to assess your eligibility for any vacancies that they may have. Before your information is sent to a client, we will notify you.
- Your CV will be used to apply for online vacancies.
 - We will communicate with you about job opportunities and provide career guidance and support.
 - Since we use third parties to pay our Medlocums candidates and employees, we would have to discuss and share your payment methods with this third party. You would have been notified of this during the registration.
- Third parties such as Medlocums clients, would require information about each candidate before they are booked out. This includes information such as DBS convictions/ cautions, NI number, date of birth references, qualifications, criminal reference checking services



and/or psychometric evaluation or skill tests. This will only be sent to the client if you have agreed to be booked out with that certain client.

These will be advised to you as part of the process and you have the option to decline.

Client Contact

Medlocums will process and store client contacts details, which includes, name, work contact details, job title and job activity history to enable us to provide recruitment services. Once added to our contact database, you will receive notification of this and you can always be deleted and/or opt out from electronic communication.

We reserve the right to assign your data to a third party in the event of a sale, merger, liquidation, receivership or transfer of all the assets of our company in circumstances where the third party agrees to observe the terms of this Privacy Policy. Medlocums will notify you of such circumstances and you will be afforded an opportunity to opt-out.

Who Can Access your Data?

- Medlocums personnel
- Our affiliate companies
- Our clients, and the third parties as set out above

Our website

The information contained on Medlocums website is for general information purposes only. This information is provided by Medlocums and we will try our best to keep the information up-to-date and correct. However, we make no representations/ warranties, express or implied, reliability, accuracy, suitability with respect to Medlocums website or for the information, services or products on the website for any purpose. Any dependence you place on such information is therefore strictly at your own risk.

Changes to this Privacy Policy will be updated on our website

This privacy policy is effective from 25/05/2018