

**Table: quick check of how we use your personal data**

Purpose	Data used	Legal basis	Which rights apply?*
Care Work Opportunities	Personal contact details, national insurance number, recruitment information, employment/engagement records, referencing, application form, DBS, health declaration, vaccination status, driving licence, MOT certificate, business insurance and compensation history.	Legitimate interests. It is in our legitimate interests to evaluate whether you have the necessary experience, qualifications, skills and qualities to perform in a care role. Necessary for the performance of the contract with you.	The generally applicable rights <i>plus the right to object</i> .
Right to work checks	Information relating to your right to work status, national insurance number, passport number, nationality, tax status information, and personal contact details.	Legitimate interest. It is in our interests to ensure that those who work for us have the right to work in the UK as well as to establish the statutory excuse to avoid liability for the civil penalty for employing someone without the right to undertake the work for which they are employed. Necessary for the performance of the contract with you.	The generally applicable rights plus the right to object.
Fraud and crime prevention	Information about criminal convictions and offences committed by you. Identity verification information.	Public interest and legitimate interest. It is in our interests as well as the interest of our candidates/ clients/employees/ workers/ contractors to ensure the prevention of fraud and crime is monitored. This will ensure a safe care environment for all. Necessary for the performance of the contract with you.	The generally applicable rights plus the right to object.

Diversity monitoring	Gender and information about your race or ethnicity, religious beliefs, health	Public interest.	The generally applicable rights plus the right to object.
To deal with legal disputes	Personal contact details, references, information submitted as part of the selection process and interview notes.	Legitimate interest. It is in our interests to process personal data to make and defend legal claims to ensure that our legal rights are protected.	The generally applicable rights plus the right to object.
Investigations	Personal contact details, engagement records, DBS data, supervisions, spot check records, training records and rotas.	To comply with a legal obligation.	
Payroll processing	Personal contact details, National Insurance number, bank details, compensation	To comply with a legal obligation in terms of PAYE, NMW, HMRC and auto enrolment purposes. Legitimate interests. It is in our legitimate interests to ensure we process your remuneration correctly for the work you undertake and to ensure we fulfil our contractual obligations with you. Necessary for the performance of the contract with you.	The generally applicable rights plus the right to object
Audits	Personal contact details, recruitment information, engagement records, referencing, application form, DBS, CV, training records, supervisions, spot check records and rotas	Legitimate interests. It is in our legitimate interests to ensure we pass the audits as required by our Clients to ensure we remain as a supplier and provide work to you and other candidates. Necessary for the performance of the contract with you.	The generally applicable rights plus the right to object
Referencing	Name, engagement records and any safeguarding investigations	Legitimate interests. It is in our legitimate interests to ensure we comply with legal and contractual requirements to only provide workers who have satisfactory references. Necessary for the	

performance of the contract with  
you.

\*The following generally applicable rights always apply: right to be informed, right of access, right to rectification, right to erasure, right to restriction and rights in relation to automated decision making. For more detail about your rights and how to exercise them please see **Your rights in relation to your information**