

Privacy notice

This privacy notice tells you what to expect regarding the personal information collected and processed by the Macadamia Support Limited (MSL). Updated: 07/05/2021

Privacy notice

Who are we?

MSL is:

- a care provider regulated by the Care Quality Commission; and
- a supported living provider.

What information does the MSL collect and how do we use it?

If you apply to us for a job

What Data We Need	Why We Need It
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If you apply to us for a job

What Data We Need	Why We Need It
Application stage	
<ul style="list-style-type: none">• Name and contact details<ul style="list-style-type: none">• Your referees• Your previous experience, education and qualifications gained• Answers to questions relevant to the role you have applied for• Equal opportunities information• You will be asked to complete a criminal records declaration to declare any unspent convictions.	<p>We will use the contact information to contact you to progress your application.</p> <p>If we make you a conditional offer of employment we will contact your referees to obtain references.</p> <p>We will use the other information to assess your suitability for the role you have applied for.</p> <p>The equal opportunities information is not mandatory. Any information you do provide, will be used only to produce and monitor equal opportunities statistics and these will not be presented in a way that can identify you. If you supply this information, it will be separated from your application and will not form part of the recruitment process in any way.</p>

If you apply to us for a job

What Data We Need	Why We Need It
Conditional offer of employment	
<ul style="list-style-type: none">• Proof of your identity• Proof of qualifications• We may (dependent upon role) contact you to complete a request for the Disclosure and Barring Service.• We will ask you to complete an Employment Capability Declaration questionnaire about your health.	<p>If we make a conditional offer of employment, we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a confirmed, unconditional offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.</p> <p>This is to establish your fitness to work. The Occupational Health form may be shared with Occupational Health providers who may ask for access to your GP records to facilitate this.</p>
Confirmed, unconditional offer of employment	
<ul style="list-style-type: none">• Bank details• HMRC Starter Checklist	<p>To process salary payments.</p> <p>To ensure you are placed on the right tax code and to capture student loan data</p>

If you apply to us for a job

What Data We Need	Why We Need It
<ul style="list-style-type: none">Emergency contact details	where applicable. So that we know who to contact in case you have an emergency at work.

Read the [privacy notice for job applicants and employees](#) for additional information including details of how long we keep your personal data if you apply for a job with us.

If you are a current or former JRF employee

What Data We Need	Why We Need It
<ul style="list-style-type: none">Your application form and references	To enable us to comply with the employment contract, to comply with

If you are a current or former JRF employee

What Data We Need	Why We Need It
<ul style="list-style-type: none">• Your contract of employment and any amendments to it• Correspondence with or about you eg a letter to your mortgage provider to confirm your salary• Information needed for payroll, benefits and expenses purposes<ul style="list-style-type: none">• Contact and emergency contact details• Records of holiday, sickness and other absence• Information for equal opportunities monitoring<ul style="list-style-type: none">• Records relating to your career history eg training records, appraisal, disciplinary and grievance records<ul style="list-style-type: none">• Information about your health	<p>any legal requirements, pursue the legitimate interests of the company and protect our legal position in the event of legal proceedings.</p> <p>To comply with our health and safety and occupational health obligations.</p>

Read the [privacy notice for job applicants and employees](#) for additional information including details of how long we keep your personal data if you are a current employee or have worked for us in the past.

If you provide a reference for a job applicant

What Data We Need	Why We Need It
<ul style="list-style-type: none">Name and contact details	To contact you to carry out pre-employment checks for someone who has applied to us for a job

Read the [privacy notice for job applicants and employees](#) for additional information including details of how long we keep your personal data if an applicant has given you as a referee.

If you make a complaint

What Data We Need	Why We Need It
<ul style="list-style-type: none">Name and contact detailsDescription of complaint including identity of any other individuals	To process the complaint and to check on the level of services we provide.

If you make a complaint

What Data We Need	Why We Need It
involved in the complaint	

Read the [privacy notice for complaints](#) for additional information. For further information about how we manage complaints go to our [Complaints, compliments and comments](#) page.

If you visit our website

What Data We Need	Why We Need It
You may be asked to provide us with:	To respond to your enquiries.

If you visit our website

What Data We Need	Why We Need It
<ul style="list-style-type: none">• Name• Email address	
<p>Information we collect using cookies and similar technologies:</p> <ul style="list-style-type: none">• Your device's location (IP address)<ul style="list-style-type: none">• Referring website• Visits, which may include traffic data<ul style="list-style-type: none">• Pages visited• Time visited our website• Information about your Internet service provider• Your operating system<ul style="list-style-type: none">• Browser type	<p>To provide you with a better experience on our site, for administration and reporting purposes (eg for troubleshooting) and to find out which parts of the site are popular.</p>

For additional information, and to learn how to manage the technologies we use, go to our [Cookies policy](#).

If you are one of our suppliers

What Data We Need	Why We Need It
<ul style="list-style-type: none">• Name• Address• Email address• Telephone number• Bank details	When we are considering purchasing a service or negotiating a contract with you and where you may act as a supplier.

For further information as to how your data may be processed by us and how long we will keep it see our [privacy notice for suppliers](#).