

# Paragon Locums Privacy Policy

## Who are we?

Paragon Locums Limited (registered in England and Wales No. 11606270 operates as an employment agency and employment business under the Conduct of Employment Agencies and Employment Business Regulation 2003.

## About this policy

This Privacy Policy tells you what to expect when Paragon Locums Limited collects personal information about you.

Paragon Locums Limited is committed to ensuring your privacy is protected. Should you provide us with personal information by which you can be identified, then you can be assured that we will use that information only in accordance with this privacy policy. All of our employees and agents who have access to or are involved in the processing of personal information respect the confidentiality of such personal information.

Please be aware that we may change this policy from time to time by updating this page. You should check this page to ensure that you are happy with any changes. This version of the Privacy Policy is effective from January 2021.

When you agree to this Privacy Policy you will be providing us with consent to process your personal information in accordance with the terms of this Policy as set out below.

## What is covered by this policy?

- [Jobseekers: the information we collect and how we use it](#)
- [Employers: the information we collect and how we use it](#)
- [Visitors to our website](#)
- [Security](#)
- [Retention of your personal information](#)
- [Your right to withdraw consent to our processing of your information](#)
- [Your right to access information we hold about you.](#)

## Jobseekers: the information we collect and how we use it

When you apply for a job through our website or other means we will ask you to agree to the Paragon Locums Limited Privacy Policy. You will thereby give us consent to the processing of your personal information.

If you decline to agree to this Policy/give us this consent, we regret that we will not be able to assist you with your job search.

To enable us to assist you in finding an appropriate job, we will gather personal information about you from your CV and our registration process. This includes, but is not limited to:

- Your name
- Your contact details including your personal email address

- Your career history
- On occasions we may also record sensitive information such as details of criminal convictions.

We hold and use this information in order to:

- Assist you in finding an appropriate job
- Communicate with you regarding job opportunities and the progress of any applications you make
- To provide your details to appropriate prospective employers. We will only share your information with named prospective employers with your permission.
- Provide you with job alerts relating to roles we think you might be interested in
- Seek your feedback on our services
- Fulfil our obligations to our clients when you are offered employment.

You have the right to withdraw your consent or amend your communications preferences at any time. We may share your personal information with the following:

- Trusted third parties who provide functions on our behalf, such as reference, qualification and criminal record checking services, psychometric evaluations and skills testing. These third parties are required to comply with our stringent undertakings relating to security and confidentiality
- DBS, SW England, QTS and other organisations
- Trusted third parties who provide us with research and emailing services. These third parties are required to comply with our stringent undertakings relating to security and confidentiality
- Regulatory or law enforcement agencies, when required by law to do so.

We do not share your personal information with third parties who wish to use it for marketing purposes.

## Employers: the information we collect and how we use it

When you ask us to work with you we will record information about you, including but not limited to:

- Your name
- Your job title
- Your business contact information including your business email address
- Your organisation.

We hold and use this information in order to:

- Provide the service you have asked us to provide
- Provide you with reports on the work we are undertaking on your behalf
- Advise you of relevant services and products
- Provide you with information about general trends in the world of work
- Seek your feedback on our services

You have the right to amend your communications preferences at any time.

We may share your personal information with the following:

- Trusted third parties who provide us with research and emailing services. These third parties are required to comply with our stringent undertakings relating to security and confidentiality
- Regulatory or law enforcement agencies, when required by law to do so.

## Visitors to our website

We use Google Analytics and cookies to gather general information about visitors to our websites in order to better understand how our websites are used. We may share this general information with trusted third parties so they too may understand how our websites are used.

If we hold an email address for you, we may occasionally use cookies to gather information about your personal use of our websites. This is in order to provide you with a tailored service.

If you contact us through our website to submit an application, submit your CV, ask a question or download a report or document, we will ask you to agree that you accept the terms of this Privacy Policy and thereby give consent to the processing of your personal information.

Our websites may contain links to external websites operated by other organisations. Those organisations may collect personal information from visitors to their site. Paragon Locums Limited cannot guarantee the content or privacy practices of any external websites and does not accept responsibility for those websites.

## Security

Paragon Locums Limited is committed to protecting the security of your personal information. We use a variety of measures, including but not limited to, firewalls and SSL encryption in order to protect your personal information from:

- Unauthorised access
- Improper use or disclosure
- Unauthorised modification or alteration
- Unlawful destruction or accidental loss.

## Retention of your personal information

We will retain your personal information for a minimum of two years. In some cases, for example when we have successfully placed you into a role or multiple roles with an employer or multiple employers, we may retain your personal information for up to ten years.

## Your right to withdraw consent to our processing of your information

You have the right to withdraw your consent to Paragon Locums Limited processing your personal information at any time.

If you withdraw consent, we will continue to store the information we hold about you but will not process this information.

If you ask us to delete the information we hold on you we will delete all information with the exception of your email address, first name and last name. This will enable us to record that you have withdrawn consent. In addition, where required by law, we may retain certain personal information about you to fulfil our legal obligations.