



Business Partner Privacy Notice

This Privacy Notice has been updated on 5th November 2018.

At Essex Primary Care Careers we are committed to protect the personal data of individuals representing our contractual partner such as supplier or customer company, and handle their personal data in a transparent and fair manner complying with the applicable privacy laws.

The purpose of this notice is to inform you, as a representative of our business partner, about our processing activities related to your personal data. This notice contains the following information:

- Why and how do we use your personal data?
- What kind of information do we collect about you?
- Do we share information on you?
- For how long do we store information on you?
- How do we protect your personal data?
- What are your rights related to personal data processing?

Why and how do we use your personal data?

Regardless of whether you are representing our customer or supplier company, we may collect your personal data in order to perform our obligations under our mutual contract. Based on our legitimate interest to operate our daily business, we may use your personal data for following purposes:

- Procuring goods or services from you
- Invoicing or paying for goods or service
- Assessing and screening customers and suppliers by conducting due diligence
- Providing recruitment and marketing services
- Providing recruitment support
- Notifying about the new features, updates or other information about the services we provide

What kind of information do we collect about you?

We primarily process personal data provided directly by you or generated through website tracking. Personal information we hold about you may include:

- Personal identification data and contact information such as name, title, company, phone number and email address;



- Information on the customer relationship, such as communication preferences, your product interests and the use of our products and services;
- Information on your vacancies and recruitment activity;
- Account login information including your user name and password;
- Location information; and
- Cookies and related technologies

Our legal basis for processing this information is article 6(1)(b) of the General Data Protection Regulation (GDPR) – processing is necessary for the performance of a contract.

Do we share information on you to others?

We use third parties, such as service providers, to collect, store and process personal data on our behalf. Such service providers are only allowed to process your personal data to the extent necessary for them to provide the service we have requested from them. As a main rule, they are not allowed to use your personal data for the benefit of their own business.

To protect your privacy, we require that all our service providers keep the personal data we provide them confidential and adequately secure. They are also required to abide by data processing agreements and applicable data protection legislation.

Additionally, we may disclose and transfer your personal data within North East Essex CCG as the organisation hosting Essex Primary Care Careers as well as other Essex CCGs on behalf of whom we operate.

In order to report on our performance and performance related KPIs we use anonymised recruitment data relating to your organisation and its vacancies. We also use this data to help us determine future recruitment marketing tactics to effectively target candidates on your behalf.

For how long do we store information on you?

As a main rule, your personal data shall be deleted once it is no longer necessary for the purposes it was collected. However, please keep in mind, that we may have the right to hold onto your data even after the contract has ceased for litigation or audit purposes. Please refer to the [Privacy Notice](#) for more information.

How do we protect your personal data?

Essex Primary Care Careers use robust measures to protect the personal data it holds. These measures include guidelines, procedures and protections meant to limit third party access to the data, but also measures taken to limit our own staff and service providers' access to data they do not need in their tasks. If you wish to learn more about the security measures please refer to the overall [Privacy Notice](#).

What are your rights related to personal data processing?



As a data subject, you have the right to access the personal data we have collected on you and request that we erase or rectify any unnecessary, incomplete or outdated personal data. You can do so by contacting us at essex.primarycarecareers@nhs.net.

For more information on your rights related to personal data processing, please see the full [Privacy Notice](#).