



Website Privacy Statement

We are Willcob Care Ltd, a company incorporated in England and Wales. Our company number is 10721518 and our registered address is Cavendish House
Plumpton Road
Hoddesdon
Herts
EN11 0LB

("Willcob Care Ltd" / "we" / "our" / "us"). We are committed to ensuring that your privacy is protected. We comply with the General Data Protection Regulation ((EU) 2016/679) ("GDPR") unless and until the GDPR is no longer directly applicable in the UK, together with any national implementing laws, regulations and secondary legislation as amended or updated from time to time in the UK, and any successor legislation to the GDPR and the DPA (together "**Data Protection Legislation**"). We are the data controller of data you pass to us pursuant to this policy.

This Privacy Policy sets out how we collect personal information from you and how the personal information you provide will be processed by us. By visiting the website at www.willcobcare.co.uk (the "**Website**") you are accepting and consenting to the practices described in this Privacy Policy. If you do not consent, please do not submit any personal data to us.

What information does Willcob Care Ltd hold and how will we use it?

Information you give Willcob Care Ltd: You may give us information about you by completing enquiry forms on the website or by requesting via the website that we send you marketing information or completing job application form via our website. The information you give us may include your name, email address, address/location, phone number, (national insurance number and work history for application form only).

We will retain this information while we are corresponding with you or providing services to you or to a Service User you represent. We will retain this information following the guidance of Records Management Code of Practice for Health and Social Care.

Information Willcob Care Ltd collects about you: Willcob Care Ltd may collect the following information from you when you visit the website:

- Technical information, including the Internet protocol (IP) address used to connect your computer to the Internet, your login information, browser type and version, time zone setting, browser plug-in types and versions, operating system and platform; and
- Information about your visit, including the full Uniform Resource Locators (URL), clickstream to, through and from the website (including date and time), products you viewed or searched for, page response times, website errors, length of visits to certain pages, page interaction information, methods used to browse away from the page and any phone number used to call our helpline

We may retain this information while we are corresponding with you or providing services to you or to a Service User you represent. We will retain this information following the guidance of Records Management Code of Practice for Health and Social Care.

Information we receive from other sources: This includes information we receive about you when you use

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other websites operated by us or other services we provide. This information may include your name, email address, postal address and phone number. We will retain this information while we are corresponding with you or providing services to you or to a Service User you represent. We will retain this information following the guidance of Records Management Code of Practice for Health and Social Care.

Cookies Statement

Cookies are small text files which a website may put on your computer or mobile device when you first visit a Site or page. The cookie will help the website, or another website, to recognise your device the next time you visit. Web beacons or other similar files can also do the same thing.

When you visit our website, we use cookies to maintain your connection to our website. This website may use cookies for detecting what kind of device you have in order to present content in the best way, for a language switch and/or for other purposes. These cookies do not collect or store any personally identifiable information.

How to refuse the use of cookies

You may refuse the use of cookies by selecting the appropriate settings in your browser. However, if you do this you may lose some useful functionality such as personalisation and "keep me signed in" and "remember me" features.



Disabling
cookies.docx

Use Made of the Information

Willcob Care Ltd may use the information we receive and/or collect about you to:

- Fulfil our obligations under any contract we have entered into with you or with a Service User you represent, and to provide you or the relevant Service User with information or services you or the Service User has requested
- Fulfil our obligation in effective recruitment
- Send you newsletters and marketing information if you have consented to us doing so
- Notify you of products and services we feel may interest you, or permit third parties to do so if you have provided the appropriate consent
- Monitor website usage and provide statistics to third parties for the purposes of improving and developing the website and the services we provide via the website

Willcob Care Ltd processes personal information for certain legitimate business purposes, which include some or all the following:

- Where the processing enables Willcob Care Ltd to enhance, modify, personalise or otherwise improve the website, its services or communications
- To identify and prevent fraud
- To enhance the security of Willcob Care Ltd's network and information systems
- To better understand how people interact with Willcob Care Ltd's websites
- To administer the website and carry out data analysis, troubleshooting and testing; and
- To determine the effectiveness of promotional campaigns and advertising
- To perform our obligation in safe recruitment

Where we are processing personal data we have obtained via the website on the basis of having obtained consent from you, you have the right to withdraw your consent to the processing of your personal data at any time. If you would like to withdraw your consent or prefer not to receive any of the above-mentioned information (or if you only want to receive certain information from us) please let us know by contacting us via the following webpage <http://www.willcobcare.co.uk/contact.php>. Please bear in mind that if you object, this may affect our ability to carry out the tasks above for your benefit.

We will not share, sell or distribute any of the information you provide to us (other than as set out in this policy)



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without your prior consent, unless required to do so by law.

How Safe is your Information?

Where we have given you (or where you have chosen) a password which enables you to access certain parts of the website, you are responsible for keeping this password confidential. We ask you not to share a password with anyone.

Protecting your security and privacy is important to us and we make every effort to secure your information and maintain your confidentiality in accordance with the terms of the Data Protection Legislation. The website is protected by various levels of security technology, which are designed to protect your information from any unauthorised or unlawful access, processing, accidental loss, destruction and damage.

We will do our best to protect your personal data but the transmission of information via the Internet is not completely secure. Any such transmission is therefore at your own risk.

Disclosure of your Information

We may share your personal information with any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 1159 of the Companies Act 2006. We may share your information with selected third parties including:

- Business partners, suppliers and sub-contractors for the performance of any contract we enter with them or you
- Analytics and search engine providers that assist us in the improvement and optimisation of the website

Please note we may need to disclose your personal information where we:

- Are under a legal duty to comply with any legal obligation or to enforce or apply our terms and conditions; or
- Need to disclose it to protect our rights, property or the safety of our customers or others, including the exchange of information with other companies, organisations and/or governmental bodies for the purposes of fraud protection and credit risk reduction

Your Rights in Respect of your Data

If any of the information you provide to us via the website changes, please let us know as soon as possible so that we can make the necessary changes to the information we hold for you on our database. If you wish to make any changes to your information, please contact us via the following webpage

<http://www.willcobcare.co.uk/contact.php>.

If you wish to access or rectify the information we hold about you, or request that such information be transmitted directly to another data controller, please contact us via the following webpage <http://www.willcobcare.co.uk/contact.php>. We shall process your request to access your information within one month of receipt, or we'll let you know within that timeframe if we need more information from you. We will process your request free of charge.

To request that your information is deleted or if you wish to restrict or object to the processing of your information, please contact us via the following webpage <http://www.willcobcare.co.uk/contact.php>.

If you have any complaints about our use of your personal data, please contact us. You also have the right to complain to the relevant supervisory authority in your jurisdiction. In the UK, the supervisory authority is the Information Commissioner's Office. Contact details for the ICO can be found at <https://ico.org.uk/>.



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If you have any further queries or comments on our Privacy Policy, please contact us via the following webpage <http://www.willcobcare.co.uk/contact.php> or you can contact us by emailing it@willcobcare.co.uk. We also welcome your views about our website and our Privacy Policy.