

PRIVACY POLICY

The purpose of this privacy policy is to inform you as to how we look after your personal data while you use our website. We'll also tell you about your privacy rights and how the data protection law protects you.

This Privacy Policy explains how we use the personal and non-personal data we collect about you and how we control, process, handle and protect your personal information through your use of this website, including any personal data you may provide.

Data Controller – Nice Smiles Dental Agency Ltd is the controller and is responsible for your personal data (collectively referred to as “Nice Smiles Dental Agency”, “we”, “us” or “our” in this privacy notice). Our contact details are Nice Smiles Dental Agency Ltd, 14 St Richards Road, Westergate, Nr Chichester, West Sussex, PO20 3RD; tel: 07784 404234; email: enquiry@nicesmilesdentalagency.co.uk The person responsible for our personal data compliance is Joanna Galea.

Personal Data we collect - is information about an individual that allows that person to be identified such as identity - includes first name, surname, username, title, date of birth, gender, contact data - includes telephone number/s, email address, billing address, delivery address, financial data - includes bank account number, sort code. Where we need to collect your personal data by law, or under the terms of a contract we have with you and you fail to provide that data when requested, we may not be able to perform the contract we have or are trying to enter into with you.

How we collect personal data – this is data that is required from us to include identity, contact and financial data. This is received by filling in forms or correspondence via the website, email, phone or post. You will also provide us with personal data when you enquire on our website, engage in contracts, or provide payroll information.

How we use your personal data – we will use your personal data in the following circumstances.

- **Consent** - you must consent to us processing your personal data.
 - **Contractual Obligation** - processing your data where it is necessary for the performance of a contract to which you are a party or to take steps at your request before entering into such a contract
 - **Legal Compliance** - this means processing your personal data where it is necessary for compliance with a legal or regulatory obligation. Where we are legally required to do so, we may also ask you for details of any criminal offences and seek an up to date criminal records check.
- I. **Candidate Data** - personal data includes name, contact details, work history, employment details as provided on a CV. We will keep copies of your CV and will require proof of your eligibility to work in accordance with our legal obligations. You may need to provide evidence to show relevant qualifications that are legally required to carry out the job.

II. **Client Data** – we need to collect and use personal data about your dental practice. We will keep on file for up to 3 years all data received on candidates that are contracted through us.

- **Legitimate Interest** - this means the interest of our business in conducting and managing our business to enable us to give you the best service and support. We may be required to share your personal data with third parties for the supply of services such as financial and payroll services and email services. The legal basis on which we process your data is our legitimate interest to provide you with the best experience.

Purposes of how we will use your personal data

Purpose/Activity	Type of data
To register an enquiry via the website	(a) Identity (b) Contact
To process your job enquiry including receipt of CV	(a) Identity (b) Contact
To process your contract with Nice Smiles Dental Agency Ltd and the dental practice you are contracting to including financial and identity details	(a) Identity (b) Contact (c) Financial
To manage our relationship with you including changes to contract or T's & C's	(a) Identity (b) Contact (c) Marketing and Communications

Who we share your personal data with - We may have to share your personal data with the parties set out below for the purposes set out in the table above;

- **External third parties** - dental practices of whom we will be contracting your services to in order to carry out the work will be provided with identity and contact information.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our third-party service providers to use your personal data for their own purposes and only permit them to process your personal data for specified purposes and in accordance with our instructions.

Change of purpose of use of data - We will only use your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

If we need to use your personal data for an unrelated purpose, we will notify you and we will explain the purpose and legal basis which allows us to do so.

Internet Cookies - You can set your browser to refuse all or some browser cookies, or to alert you when websites set or access cookies. If you disable or refuse cookies, please note that some parts of



this website may become inaccessible or not function properly. Your web browser should provide you with the controls to manage and delete cookies from your device,

Data Security and Protection - We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal data on our instructions and they are subject to a duty of confidentiality.

Data Retention - We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. We will keep data for a three year period and will destroy all data after this period.

Complaints or Concerns - You have the right to complain to the ICO [www.ico.org.uk] if you feel there is a problem with the way we are handling your data. Please in the first instance contact our data representative, Joanna Galea, at Nice Smiles Dental Agency Ltd, 14 St Richards Road, Westergate, Nr Chichester, West Sussex, PO20 3RD; tel; 07784 404234; email: enquiry@nicesmilesdentalagency.co.uk.

If this does not resolve your complaint to your satisfaction, you have the right to lodge a complaint with the [Information Commissioners Office](http://www.ico.org.uk) on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England, UK.