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Nightingale Pharmacy Services

**UK based Pharmacy Locum and Recruitment Consultants.
Pharmacy run for Pharmacy and Pharmacists.**

Data Protection Policy for all information held and acquired.

To abide by the Data Protection Act 1998, Nightingale Pharmacy Services holds data for purposes only for processing Company or Individual requirements as an Employment Consultancy.

Covered elements include Staff Administration, Personal details for the administration & finding of Casual or Permanent Employment. Accounts and records are kept for the processing of all invoicing and bookings, including subscriptions to in-house mailings. Marketing and Advertising in-house only, to gain various employments to fill the Company or Individuals needs only.

All Data may only be processed with the permission of the individual whose data is held.

All data is processed to comply to the principles of the Data Protection Act 1998, for this

We Do Not

- Transfer any data to any Countries outside the European economic area with sufficient security and protection.
 - Keep any information for longer than is needed.

We DO

- Process all information fairly and lawfully
- Process only the information needed for the limited purposes
 - Process information in an accurate manner
 - Only process information that is relevant.
- Use only the adequate amount of information, and not to excessive or intrusive amounts.
 - Keep all information securely
- Only process in accordance with the Data Subjects Rights.

Company: means the Client or the Hiring Company

Individual: means the person that is actively seeking a period of temporary or permanent employment.

Personal Data: means information, relating to a living individual that has been obtained from forms, registration or surveys, used as a basis for making bookings. The individual can be identified from the Data or the Data together with other information that Nightingale Pharmacy Services already hold.

Process or processing: means an action or series of actions that are used with a specific purpose, ie. the use of data only for our purp

We exercise the right with caution to forward any personal information of individuals to any third party including, past, present or curr employers, Clients, suppliers or any individual/Company making enquiries regarding and information held, this includes complaint proce

ie. To supply or obtain references that refer to a certain individual and that supports their ability to find suitable work.

The following Data is sensitive personal data and any information held on any of these matters will not be passed on to any third party wit express consent of the said individual:

- Any offence committed or alleged to be committed by them (the exception to this being
- professional regulatory involvement ie RPSGB Statutory Committee & fitness to practice
 - issues)
- Proceedings in relation to any offence and any sentence passed (the exception to this
- being professional regulatory involvement ie RPSGB Statutory Committee & fitness to
 - practice issues)
 - Physical or mental health conditions
 - Racial or ethnic origins
 - Sexual life
 - Political opinions
 - Religious beliefs or beliefs of a similar nature
 - Whether someone is a member of a trade union
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Data subjects ie. those on whom personal data is held, are entitled to obtain access to their data on request and after payment of a fee requests to access data by data subjects will be referred to the Director. Any requests for access to a reference given by a third party v treated with caution even if the reference was given in relation to the individual making the request. This is because the person writing reference also has the right to have their personal details handled in accordance with the Data Protection Act 1998, and not disclosed with consent. Therefore, when taking up references an individual will be asked to give their consent to the disclosure of the reference to a thir and/or the individual who is the subject of the reference if they make a subject access request. If they do not consent then consideration sl given as to whether the details of the individual giving the reference can be deleted so that they cannot be identified from the content of th If so, the reference may be disclosed in an anonymous form.