

Candidate Privacy Notice

Eden Staffing Group

Last updated: 03/08/2026

Review date: 02/08/2027

1. Introduction

Eden Staffing Group is committed to protecting your personal information and handling it lawfully, fairly and responsibly.

This Candidate Privacy Notice explains how we collect, use, store, share and protect personal information about candidates, applicants, temporary workers, agency workers and dental professionals who register with us or apply for work through Eden Staffing Group.

This notice applies when you:

- Register with Eden Staffing Group
- Apply for temporary, permanent, ad-hoc or agency work
- Submit a CV or application form
- Complete a candidate registration form
- Upload documents through our website
- Contact us about work opportunities
- Attend an interview or screening call
- Are placed or considered for work with a dental practice or client

This notice does not form part of any contract of employment, worker agreement or contract for services.

2. Who we are

Eden Staffing Group is a dental staffing and recruitment business providing staffing support to dental practices and work opportunities for dental professionals.

For data protection purposes, Eden Staffing Group is the data controller for the personal information we collect and use about you.

This means we decide why and how your personal information is used.

Eden Staffing Group

Website: www.edenstaffgroup.co.uk

Email: admin@edenstaffinggroup.co.uk

3. Personal information we may collect

We may collect and use the following types of personal information about you:

Personal details

- Full name
- Address
- Email address
- Phone number
- Date of birth
- Emergency contact details, where required
- National Insurance number, where required
- Identification documents

Recruitment information

- CV
- Application form
- Work history
- Education and training history
- Qualifications
- Skills and experience
- Role preferences
- Availability
- Preferred work locations
- Interview notes
- Screening call notes
- References
- Communication records

Compliance information

Depending on the role, we may collect:

- Right-to-work documents
- Proof of identity
- Proof of address
- DBS information or DBS certificate details, where required
- GDC registration number and status, where applicable

- Professional indemnity insurance details, where applicable
- CPD or training evidence, where applicable
- Qualification certificates
- Immunisation or occupational health information, where required and relevant
- Fit to work declarations, where required
- Uniform or role-specific requirements

Work and assignment information

If you work through Eden Staffing Group, we may collect:

- Assignment details
- Booking details
- Timesheets
- Attendance records
- Client feedback
- Performance or conduct information
- Sickness, lateness or cancellation records
- Incident or complaint records
- Payment or payroll information, where Eden Staffing Group is responsible for payment

Special category data

In some cases, we may collect more sensitive personal information, such as:

- Health information, where relevant to fitness to work, reasonable adjustments or occupational health requirements
- Disability information, where you ask for support or reasonable adjustments
- Equal opportunities monitoring information, where provided
- Safeguarding information, where relevant
- Criminal record or DBS-related information, where required for the role

We will only collect this information where it is necessary and where we have a lawful basis to do so.

4. How we collect your personal information

We may collect personal information directly from you when you:

- Complete a registration form
- Complete an application form
- Send us your CV
- Upload documents
- Contact us by email, phone, text, WhatsApp or website form

- Attend a screening call or interview
- Provide compliance documents
- Submit timesheets
- Raise a complaint or concern

We may also collect information from third parties, such as:

- Previous employers or referees
- Client dental practices
- DBS providers
- Payroll providers
- Recruitment platforms or job boards
- Public professional registers, such as the GDC register
- Training or qualification providers
- Government bodies or regulators where relevant
- Publicly available professional sources, where appropriate

5. Why we use your personal information

We use your personal information to:

- Register you as a candidate or worker
- Assess your suitability for roles
- Match you with temporary, permanent, ad-hoc or agency work
- Contact you about work opportunities
- Carry out interviews and screening
- Verify your identity
- Complete right-to-work checks
- Carry out DBS checks where required
- Check GDC registration where applicable
- Check professional indemnity insurance where applicable
- Check qualifications, training and references
- Share suitable candidate information with client dental practices
- Arrange shifts, bookings, interviews or placements
- Manage your assignments
- Process timesheets
- Arrange payment where applicable
- Maintain compliance records
- Deal with complaints, incidents, safeguarding or conduct concerns
- Meet legal, regulatory, contractual and recruitment obligations
- Keep accurate business records
- Improve Eden Staffing Group's recruitment and staffing services
- Protect our legal rights and business interests

6. Our lawful basis for using your information

We will only use your personal information where we have a lawful basis under data protection law.

The lawful bases we may rely on include:

Contract

We may use your information to take steps before entering into a contract with you or to perform a contract with you, such as registering you, discussing roles, arranging assignments or managing work.

Legal obligation

We may use your information where we need to comply with legal obligations, such as right-to-work checks, tax, employment, recruitment, safeguarding or accounting requirements.

Legitimate interests

We may use your information where it is necessary for Eden Staffing Group's legitimate business interests, provided your rights and freedoms are not unfairly affected.

This may include managing recruitment, keeping candidate records, contacting you about suitable opportunities, matching you with client requirements, handling complaints, protecting our business and improving our services.

Consent

In some cases, we may ask for your consent, for example for certain types of marketing communication or where we need your clear agreement to use specific information.

Where we rely on consent, you can withdraw your consent at any time.

Special category data

Where we process special category data, such as health information or disability information, we will rely on an appropriate condition under data protection law. This may include employment obligations, safeguarding, legal claims, substantial public interest, health and safety, or your explicit consent where appropriate.

Criminal record and DBS information

Where we process criminal record or DBS information, we will only do so where it is necessary and lawful, such as for safeguarding, role suitability, client requirements, legal obligations or recruitment compliance.

7. Who we may share your information with

We may share your personal information where necessary and lawful.

This may include sharing information with:

- Client dental practices
- Potential employers
- Payroll providers
- Accountants or bookkeepers
- DBS providers
- Reference providers
- Training or compliance providers
- Legal advisers
- HR or recruitment advisers
- Insurance providers
- IT, website, email or cloud storage providers
- Recruitment software or job platforms
- Government bodies, regulators or law enforcement where required
- HMRC where required
- Safeguarding authorities where necessary

We will only share the information that is necessary for the relevant purpose.

8. Information shared with dental practices

If you are suitable for a role or assignment, we may share relevant candidate information with a client dental practice.

This may include:

- Your name
- Your CV or work experience
- Your role and skills
- Your availability
- Your qualifications
- Your GDC registration status, where applicable
- Your professional indemnity status, where applicable
- Your DBS status, where appropriate
- Your right-to-work status, where appropriate

- Your references or compliance confirmation, where appropriate

We will not share unnecessary personal information with clients.

9. GDC, indemnity and dental compliance checks

For dental roles, Eden Staffing Group may need to check that you meet the relevant professional and compliance requirements before you are placed into work.

This may include checking:

- GDC registration
- Professional indemnity insurance
- Qualifications
- CPD or training evidence
- Right to work
- DBS status where required
- References
- Fit to work information, where relevant

You must tell Eden Staffing Group if any professional registration, indemnity insurance, DBS status, right-to-work status or compliance document changes.

10. How long we keep your information

We will only keep your personal information for as long as necessary.

How long we keep your information may depend on:

- Whether you are actively registered with Eden Staffing Group
- Whether you have been placed into work
- Legal or regulatory requirements
- Accounting or tax requirements
- Safeguarding or compliance requirements
- The need to deal with complaints, disputes or legal claims
- Whether you want to remain on our candidate database for future opportunities

Examples:

- Active candidate records may be kept while you remain registered with Eden Staffing Group.
- Inactive candidate records may be kept for a reasonable period in case suitable work becomes available or to manage legal obligations.
- Right-to-work records may be kept in line with legal requirements.

- Payroll, timesheet and invoice-related records may be kept for tax and accounting purposes.
- Complaint, safeguarding or incident records may be kept for as long as necessary to protect individuals and Eden Staffing Group.

When your information is no longer needed, we will securely delete, destroy or anonymise it.

11. How we keep your information secure

We take reasonable steps to protect your personal information.

This may include:

- Password-protected systems and devices
- Secure cloud storage
- Limited access to candidate information
- Business email use
- Secure record keeping
- Care when sending documents by email
- Keeping paper records secure
- Deleting information when no longer needed
- Keeping compliance documents organised and protected
- Using trusted service providers where required

You should also take care when sending personal documents to Eden Staffing Group and only use the contact details provided by us.

12. International transfers

We aim to store your personal information in the UK or European Economic Area where possible.

Some third-party service providers, such as website platforms, email systems, cloud storage or recruitment software, may process data outside the UK.

Where personal information is transferred outside the UK, we will take reasonable steps to ensure appropriate safeguards are in place.

13. Your rights

Under data protection law, you may have the right to:

- Be informed about how your information is used
- Request access to your personal information

- Ask for inaccurate information to be corrected
- Ask for your information to be deleted in certain circumstances
- Ask us to restrict how we use your information in certain circumstances
- Object to our use of your information in certain circumstances
- Request transfer of your information in certain circumstances
- Withdraw consent where we rely on consent
- Complain to the Information Commissioner's Office

To make a request, please contact:

admin@edenstaffinggroup.co.uk

We may need to confirm your identity before responding to your request.

14. Keeping your information up to date

Please tell Eden Staffing Group if your personal information changes.

This includes changes to:

- Name
- Address
- Email address
- Phone number
- Availability
- Work preferences
- Right-to-work status
- GDC registration status
- Professional indemnity insurance
- DBS status
- Qualifications or training
- Health or fit to work information, where relevant
- Bank details, where applicable

15. Automated decision-making

Eden Staffing Group does not currently make recruitment decisions based solely on automated decision-making.

If this changes in the future, we will update this notice and provide information about how automated decision-making is used and what rights you have.

16. Marketing and work opportunity updates

We may contact you about suitable work opportunities, updates, registration reminders or Eden Staffing Group services.

You can ask us to stop sending non-essential marketing communication at any time by contacting:

admin@edenstaffinggroup.co.uk

Please note that we may still need to contact you about active applications, assignments, compliance matters, timesheets, payments or legal obligations.

17. Complaints

If you have concerns about how Eden Staffing Group handles your personal information, please contact us first so we can try to resolve the matter.

Email: **admin@edenstaffinggroup.co.uk**

You also have the right to complain to the Information Commissioner's Office, which is the UK data protection regulator.

18. Changes to this notice

We may update this Candidate Privacy Notice from time to time to reflect changes in law, guidance, business operations or how we use personal information.

The latest version will be made available on our website or provided to candidates where appropriate.

19. Contact us

If you have any questions about this Candidate Privacy Notice or how your personal information is used, please contact:

Eden Staffing Group

Email: **admin@edenstaffinggroup.co.uk**

Website: www.edenstaffgroup.co.uk