

# Privacy Notice

**Effective date:** 23<sup>rd</sup> January 2026

This Privacy Notice explains how 3 Trees Care & Support Ltd (“3 Trees”, “we”, “us”) collects, uses, and protects personal information when you interact with our website, social media channels, or submit information to us for recruitment or general enquiry purposes.

## **1. Who we are**

3 Trees Care & Support Ltd is a social care provider supporting adults with learning disabilities.

We are committed to protecting your personal information and handling it responsibly and lawfully.

## **2. What information we collect**

Depending on how you interact with us, we may collect:

- Your name
- Email address
- Telephone number
- Postcode or general location
- Information you provide when enquiring about or applying for a role
- Information submitted via social media lead forms (e.g. Facebook or Instagram)
- Any additional information you choose to share with us during recruitment or enquiry processes

We do not collect unnecessary information and only collect what is relevant for the purpose.

## **3. How we collect your information**

We collect information when you:

- Complete a form on our website
- Submit an enquiry or application through social media platforms (such as Facebook or Instagram)

- Contact us by email, telephone, or other digital means
- Subscribe to updates or express interest in working with us
- Social media platforms may also collect data independently in line with their own privacy policies.

## **4. How we use your information**

We use your personal information to:

- Respond to enquiries
- Manage recruitment and assess suitability for current or future roles
- Contact you about your application or enquiry
- Improve our recruitment and communication processes
- Meet our legal and regulatory obligations
- Your information is used solely for legitimate organisational and recruitment purposes.

## **5. Legal basis for processing**

We process personal data under the following lawful bases:

- Consent – where you have actively provided your information
- Legitimate interests – for recruitment, communication, and organisational management
- Legal obligation – where required by law or regulation

You may withdraw consent at any time where consent is the lawful basis.

## **6. Who we share your information with**

Your information may be shared internally only, with:

- Our recruitment team
- Relevant managers involved in recruitment or enquiries

We do not sell or share your information with third parties for marketing purposes.

## **7. How we store and protect your information**

We store personal data securely using appropriate technical and organisational measures.

Access is restricted to authorised staff only.

We take data protection seriously and regularly review our practices.

## **8. How long we keep your information**

Recruitment information is retained only for as long as necessary for recruitment purposes

Information relating to unsuccessful applicants may be retained for a limited period in line with best practice

You may request deletion of your data at any time, subject to legal requirements.

## **9. Your rights**

You have the right to:

- Access the personal data we hold about you
- Request correction of inaccurate information
- Request deletion of your data
- Object to or restrict processing in certain circumstances
- Withdraw consent where applicable

Requests can be made using the contact details below.

## **10. Contact us**

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

**Email:** [info@3tcs.co.uk](mailto:info@3tcs.co.uk)