

PRIVACY STATEMENT

This Privacy statement was last updated 27/07/22 and applies to all employees and Individuals who use our services

In this privacy statement, we explain what we do with the data we obtain about you. We recommend that you carefully read this statement. In our processing we comply with the requirements of privacy legislation and are registered with the ICO, this means:

- ⌘ We clearly state the purpose for which we process personal data. We do this by means of this privacy statement
- ⌘ We aim to limit our collection of personal data required for legitimate purposes
- ⌘ We will request your explicit consent to process your personal data in cases requiring your personal consent
- ⌘ We take appropriate security measures to protect your personal data and require this from parties that process personal data on your behalf
- ⌘ We respect your right to access your personal data or have it corrected or deleted at your request unless there is a legal reason, we may need to keep this data

If you have any questions, or want to know exactly what data we keep of you, please contact us

We use your data for the following purposes

- ⌘ Employment purposes, safer recruitment, legal requirements
- ⌘ To provide support appropriately

We retain your personal Data in line with our information retention policy following legal requirements, we will not retain information for any longer than is legal and necessary to do

We will not share your data unless agreed with you to do so, or for Safeguarding reasons

Security – We are committed to the security of personal data; we take appropriate security measures to limit abuse of and unauthorised access to personal Data. This ensures that only the necessary persons have access to your data, that access to your data is protected, and that our security measures are regularly reviewed.

We reserve the right to make amendments to this policy statement, we will inform you of any changes if you have any questions or want to know what personal data, we have about you, please contact us. You have the following rights.

- ⌘ You have a right to know why your personal data is needed, what will happen to it and how long it will be retained for
- ⌘ Right of access, you have a right to access your personal data that is known to us
- ⌘ Right to rectification, you have the right to supplement, correct, have deleted or blocked your personal data whenever you wish
- ⌘ If you give us your consent to process your data, you have the right to revoke that consent and have your personal data deleted
- ⌘ Right to object, you may object to the processing of your data, we comply with this unless there are justified grounds for processing.

Submitting a complaint – If you are not satisfied with the way in which we handle a complaint about the processing of your personal data, you have a right to submit a complaint to the Information Commissioners office: Wycliffe House, Water Lane, Cheshire, SK9 5AF