**PRIVACY NOTICE**

This Privacy Policy explains what we do with your personal data, this could be for a variety of reasons including to register for roles, as a permanent employee or as a service user.

It describes how we collect, use and process your personal data, and how, in doing so, we comply with our legal obligations to you. Your privacy is important to us, and we are committed to protecting and safeguarding your data privacy rights.

**YOUR PERSONAL DATA**

**What we need**

BDS (Northern) Ltd will be what’s known as the ‘Controller’ of the personal data you provide to us. We collect personal data about you which sometimes includes special types of information or location based information. This includes name, address, email, health information, bank details, National Insurance number, proof of identity,

**Why we need it**

We need your personal data in order to provide recruitment or mobile response services. We will not collect any personal data from you that we do not need in order to provide and oversee this service to you.

**What we do with it**

All the personal data we process is processed by our staff in the UK and for the purposes of IT hosting and maintenance this information is located on servers within the UK. No 3rd parties have access to your personal data unless agreed by yourself or the law allows them to do so. Upon your agreement your data can be processed in a variety of ways, this will be explained to you dependant upon the service we are providing to you and your data will not be shared without this agreement in place.

If you are submitting your information to us via our website you agree to us contacting you to discuss the services you have requested.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. More information on this framework is available by contacting your BDS consultant.

**How long we keep it**

We are required under UK law to keep certain information for a minimum of 6 years after which time it will be destroyed. Our Retention Policy evaluates our reason for storing information in line with the services we provide and our statutory, legal and contractual rights. More information on our Retention Policy is available by contacting your BDS consultant.

**What are your rights?**

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Business Manager who will investigate the matter.

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner’s Office (ICO).