



Your Data Protection Rights

Updated 20 Jan 2021

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

Your right of access

You have the right to ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process.

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete. This right always applies.

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing

You have the right to object to processing if we are able to process your information because the process is in our legitimate interests.

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another, or give it to you. The right only applies if we are processing information based on your consent or under, or in talks about entering into a contract and the processing is automated.

You are not required to pay any charge for exercising your rights. We have one month to respond to you.

Please contact us at (TBC) if you wish to make a request.

Your information

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have registered as a user
- You have applied for a job or secondment with us.
- You have made an information request to us.

We also receive personal information indirectly, in the following scenarios:

- An employee of ours gives your contact details as an emergency contact or a referee.

If it is not disproportionate or prejudicial, we will inform you that we are processing your personal information if required to do so.

We will not share your information with any third parties for the purposes of direct marketing.

We may use data processors who are third parties who provide elements of services for us.

We will always have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

In some circumstances we are legally obliged to share information. For example, under a court order or where we are required to cooperate with UK and or International authorities. In any scenario, we'll satisfy ourselves that we have a lawful basis on which to share the information and document our decision making and satisfy ourselves we have a legal basis on which to share the information.
