



# Privacy Statement

## Introduction

Atlantic Data Ltd (“we”, “us” and “our”) refers to the owner of this website, whose registered office is at Atlantic House, 7 Davy Avenue, Knowlhill, Milton Keynes, Buckinghamshire MK5 8HJ and whose registered company number is 04085856.

We are committed to protecting and respecting the privacy of our clients, website visitors to [www.atlanticdata.co.uk](http://www.atlanticdata.co.uk), [www.disclosures.co.uk](http://www.disclosures.co.uk) and [careers.atlanticdata.co.uk](http://careers.atlanticdata.co.uk) and any sub-domains of these websites (“the Websites”), service users and applicants.

This Privacy Statement, together with our Cookies Policy and Terms of Website Use, explain how and why we collect personal information from you and what we do with it. By using our Websites and services, you are agreeing to comply with and be bound by the terms of this Statement and our Terms of Website Use. If you disagree with any part of these terms, please do not use our websites and/or services.

We reserve the right to revise this Privacy Statement or any part of it from time to time. We will not process your data for any new purpose without first obtaining your consent.

## Collection of personal information

We collect and process the following information:

- information provided by you when completing a form on any of our Websites;
- information provided by you when reporting any fault with our services or Websites, or complaint relating to our services or Websites;
- information provided by you in any correspondence between you and us including by way of letter, email, messages, fax or telephone;
- information provided by you in response to any survey from us (although there is no obligation on you to complete any survey); and
- information provided by you in order to allow us to provide the service which you have requested and for which you have agreed to our terms and conditions relating to such service.

## Collection of information – IP addresses

We may collect information about you relating to the type of internet browser used or the site which linked you to our Website. We may also collect your IP address (this is the unique address which identifies your computer on the internet). The information collected does not identify any individual and is used to track visitor use and compile statistical reports on website activity allowing us to monitor which parts of our Websites are most visited and most useful. We do not use this information to identify you.

## Collection of information – Cookies

A 'Cookie' is a message between a website and a user. The website sends data that is stored in the user's web browser and identifies them on subsequent visits to the site. This information is used to track user activity on specific websites.

We use Cookies on our Websites which enable authorised users who have been provided with a username and password to log in to their account with us and, where relevant, view management reports and complete and submit an application form for a criminal record check, complete a right to work check or other pre-employment screening checks to which they have consented.

We do not use Cookies to collect any other information and we do not pass any information to any third party organisation unless you have consented to the sharing of such information.

Should you require any further information about our use of Cookies you can request a copy of our Cookies Policy. Please send an email to:

[legal@atlanticdata.co.uk](mailto:legal@atlanticdata.co.uk) with "Cookies" in the subject title.

For further information relating to Cookies we recommend you visit:

The Information Commissioner's website ([www.ico.org.uk](http://www.ico.org.uk))  
All About Cookies ([www.allaboutcookies.org](http://www.allaboutcookies.org))

## How do we store your data?

We maintain a dedicated data centre on our premises. This is supported by an off-site UK-based back up and disaster recovery data centre. All systems are controlled, run and maintained in-house from a secure location.

We place great importance on the security of all information provided to us. We have security measures in place to protect against the loss, misuse and alteration of data under our control. For example, our security and privacy policies are periodically reviewed and enhanced as necessary and only limited, authorised personnel have access to personal information.

With regard to our Websites, we use secure server software (SSL) to encrypt the information input by you before it reaches us. In addition, those authorised personnel who have access to your information are trained with regards to maintenance and security of this information. While we cannot guarantee that loss, misuse or alteration of data will not occur, we will always have strict measures in place to try to prevent this.

We are ISO 27001 certified and also ISO 22301 (Business Continuity Management Systems) compliant. We will always comply with our obligations in accordance with data protection legislation.

## How do we use your information?

We use the information collected to:

- ensure our Websites are effective and present you with the required information;
- provide you with the information about our products and services which you have requested from us or where you have consented to us providing such information;
- administer the service for which the information was provided for; and
- notify you of any change to any products or services which you may have requested from us.

The range of services we offer, which involve processing of personal information include:

- criminal records checks (via Disclosure and Barring Service and Disclosure Scotland)
- right to work checks
- ID checks
- financial background checks
- qualification checks
- qualification comparability checks
- employment references
- other background screening/pre-employment checks
- website development.

If you have provided your personal information in relation to one or more of the above services, we will only use your information for that purpose.

## Disclosure of information to third parties

We shall only disclose your personal information to third parties as is required for providing our Disclosures services through the Disclosure and Barring Service, Disclosure Scotland or Access NI (whichever is relevant), and/or through providing our Right to Work Service and as consented to by you.

We may also need to share your personal information with one or more of the trusted third parties below in order to provide pre-employment or background screening services as requested by you.

The organisations with whom we may need to share your personal information in order to provide the requested service to you are:

- Our client – your employer, regulatory body or other organisation requesting the check (the data controller)
- Experian - for more information about how Experian uses your data please visit <https://www.experian.co.uk/consumer/privacy.html>
- TransUnion – for more information about how TransUnion uses your data please visit <https://www.transunion.co.uk/legal-information/bureau-privacy-notice>
- Equifax – for more information about how Equifax uses your data please visit [https://www.equifax.co.uk/About-us/Privacy\\_policy.html](https://www.equifax.co.uk/About-us/Privacy_policy.html)
- Qualification Checks Ltd – for more information about how Qualification Checks uses your data visit <https://www.qualificationcheck.com/gdpr/>
- Ecctis Ltd – for more information about how Ecctis uses your data visit <https://www.ecctis.com/PrivacyNotice.aspx>.
- Fraud Prevention System – for more information about how fraud prevention agencies use your data visit <http://www.cifas.org.uk/fpn>.

- Synectics – for more information about how Synectics uses your data visit <https://www.synectics-solutions.com/privacy-policy>.

For information about who the Disclosure and Barring Service, Disclosure Scotland and/or AccessNI may share your data with, please contact them directly. The websites for each are detailed below:

- DBS – [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)
- Disclosure Scotland – [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

## How long do we retain your data for?

Personal information is kept for no longer than is necessary.

Where the services you have requested from us result in a certificate being issued by the Disclosure and Barring Service, Disclosure Scotland or AccessNI, we shall retain your certificate and any disclosure information for a maximum period of 6 months from the date of the result being issued. This is to enable our client – your employer, regulatory body or other organisation requesting the check – to make its recruitment decision.

Personal information submitted in support of your disclosure application and a record of the application is kept for no longer than 7 years for employment, financial and audit purposes.

Personal information submitted in support of your Right to Work check and a record of the Right to Work check is kept for the duration of your employment and for a further two years after you has stopped working for your employer, regulatory body or other organisation requesting the check (the data controller).

Personal information which is not required for these purposes, will be retained for 1 year from the date of the result being issued. This time allows you to query any information and resolve any disputes should they arise as a result of the certificate.

## Access to your information

Data protection legislation provides you with certain rights in relation to the information we process. These rights are regarding information we hold about you.

- **Your right of access** - You have the right to ask us for copies of your personal information.
- **Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- **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 personal information in certain circumstances.
- **Your right to object to processing** - You have the right to object to the processing of your personal information in certain circumstances.
- **Your right related to automated decision-making including profiling** - You have the right to dissent profiling and automated decision-making in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

To request a copy of this information or for more information as to your rights, please address these to:

[legal@atlanticdata.co.uk](mailto:legal@atlanticdata.co.uk) with "Subject Access Rights" in the subject.

## Lawful basis for processing

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- Legal obligation - We process your personal data where it is necessary for compliance with a legal obligation that we are subject to.
- Consent - Your consent is necessary in order to process your application with the DBS.
- Legitimate interest - We process your Personal Information when it is necessary for the purposes of a legitimate interest pursued by us (when these interests are not overridden by your data protection rights). This applies in the following circumstances:
  - To identify you after you have completed the application on our website.
- To contact you in order to provide the services you have requested.

## How to complain?

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Data Protection Officer

Atlantic House,

7 Davy Avenue,

Knowlhill,

Milton Keynes,

Buckinghamshire,

MK5 8HJ

Atlantic's website: [legal@atlanticdata.co.uk](mailto:legal@atlanticdata.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

## Contact

Should you have any queries or comments relating to this Privacy Statement please address these to:

[legal@atlanticdata.co.uk](mailto:legal@atlanticdata.co.uk) with "Privacy Statement Enquiry" in the subject.