



UK GDPR Privacy Notice.

1. Background

This privacy notice lets you know what happens to any personal data that you give to us, or any that we may collect from or about you. It applies to all services, and instances where we collect your personal data.

This privacy notice applies to personal information processed by cysOnline Limited.

Who are we?

Legal entity:	Checking Your Staff Limited is a limited company registered in England & Wales.
Registered number:	14966634.
Registered Office:	Premier House, Bradford Road, Cleckheaton BD19 3TT
Data Protection Licence No.	ZB612693
DPO Officer:	Mr Nicholas David Allan
Purpose of Processing:	Employee vetting and screening
Legal Basis:	Contractual requirement.

Checking Your Staff Limited are a “Data Processor” and are not a “Data Controller”.

2. How to contact us

We can be contacted on enquiries@checkingyourstaff.co.uk

3. What data do we hold?

We hold and process data provided by and consented for by you as part of the application/vetting process carried out by and as contractually requested by our clients and your employer.

This data will have been provided in writing or electronically as part of an initial application or as part of ongoing vetting and screening.

This data includes:

Your Name, Address, Date of Birth and other personal data.

Your contact details including mobile phone number, landline and email addresses

Details of your employment or other background history.

Details of your character referee's including name, address and contact details.

Details of your Driving Licence and other Identity Documents

Details of your SIA Licence including number and renewal date

Records of any contact made with us during the vetting and screening process. Verbally or if provided in writing.

Information obtained from third parties as part of the vetting and screening process.

Personnel information obtained from credit reference agencies if applicable to requested vetting and screening and to include (Electoral Roll, Public Data, CCJ's, Bankruptcies and Insolvencies)

Your residency and/or citizenship status, if relevant, such as your nationality, your length of residency in the UK and/or whether you have the permanent right to reside in UK

Criminal Record History requested via the DBS and Disclosure Scotland if applicable to requested vetting and screening

All data is held centrally at our Head Office in Huddersfield West Yorkshire. All data is held securely on password protected Servers and PC's.

All backups are encrypted and carried out within the EU.

Our internal systems are 2 x hard firewalled and 1 x soft firewalled and all electronic communication is scanned via:

<https://www.solarwindmsp.com/products/mail/security-and-protection>

4. Where do we get this data from?

Checking Your Staff Limited Premier House, Bradford Road, Cleckheaton, West Yorkshire, United Kingdom, BD19 3TT, Tel: 03333 390021 Email: enquiries@checkingyourstaff.co.uk, Company No: 14966634 VAT: TBC ICO Register: ZB612693

From you when completing an application either electronically or in writing or as part of the ongoing vetting and screening process requested by your employer and our client.

From other sources such as Credit Reference Agencies, HMRC, DWP, publically available directories and information (for example, telephone directory, social media, internet, news articles).

From references returned from the contacts provided by you on your initial application and during ongoing vetting and screening.

5. What do we use this data for?

To process your application to the requested vetting and screening standard.

6. What are the legal grounds that allow us to process your data and if applicable share your data?

Where it is needed to provide the requested vetting and screening by our clients and by provision of signed application and consent from yourself providing us with consent to do so.

7. Who do we share data with?

We share your data with all contacts provided as part of the initial application process and also those provided either verbally or in writing as part of the ongoing vetting process.

We may also share your data with the below third parties as part of the vetting and screening requested.

1. Equifax Plc:
<https://www.equifax.co.uk/crain>
2. The Access Group PLC
<https://www.theaccessgroup.com/>
3. Disclosure Scotland
<https://www.mygov.scot/organisations/disclosure-scotland/>
4. DBS
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>
5. Owens Online Incorporated
<https://www.owens.com/>
6. The SIA
<https://www.sia.homeoffice.gov.uk>

8. Do we pass data cross border and if so why

We are based in the UK but we may pass data cross border for the following reasons:

A previous employer or institution or individual as provided by you and consented to by you requires the data to be sent cross border to receive the required result.

You have consented to an International Credit Check or Criminal Certificate check to be carried out as part of the checks requested by your employer.

9. How long do we keep your data?

For as long as we have a reasonable business need to do so.

For as long as your application for and your vetting and screening is ongoing.

Your data is retained only whilst of “use” to us.

10. Your rights under GDPR.

You have the right to:

1. To Access

You have a right to access all data held by the “Data Controller”

2. To Rectify

You have a right to request data held is rectified.

3. To Erase

You have a right to request your data is erased.

4. To withdraw consent

You have the right to withdraw consent

5. To make a complaint

All complaints should be made to:

The Information Commissioner’s Office which enforces data protection laws: <https://ico.org.uk/>. Or you can contact us directly via enquiries@checkingyourstaff.co.uk

11. What if your personal information changes?

You should tell us so that the data we hold is accurate.

12. Do you have to provide personal information to us?

No but if you do not provide this it may mean that we are unable to complete the requested vetting and screening on behalf of your employer.

13. How do we use your data in our Marketing?

We do not use any of your data for marketing purposes. Your data will only be used as part of the requested vetting and screening process.

You will only be contact by us as part of the initial application process or as part of ongoing vetting and screening.

14. Existence of automated decision making

Checking Your Staff Limited do not utilise any automated decision making. Any decision that is made is made by the "Data Controller" on receipt of the processed data from Checking Your Staff Limited the "Data Processor"

Contact Us

If you would like any further information regarding the is Privacy Notice of if you need further information on your rights please contact our DPO on the details below:

enquiries@checkingyourstaff.co.uk