

**Liberty Placements – Privacy Notice**

1. **General Statement**

Liberty Placements Ltd fully understands the need to ensure that your privacy is maintained, and your personal data is secured. We will only collect and use personal data, in ways which meet the requirements of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA).

1. **Information about us**

Liberty Placements Ltd is a private limited company registered at Companies House Cardiff (Company number 09690253).

Liberty Placements is also registered with the Information Commissioners Office and has attained Cyber Essentials accreditation.

The Managing Director and Responsible Individual can be contacted by;

Telephone: 01656 784419

E-mail: [js@libertyplacements.co.uk](mailto:js@libertyplacements.co.uk)

1. **What is “personal data”?**

The GDPR (Article 4) defines personal data as;

*“any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”*.

1. **What personal data do we collect?**

We may collect some, or all of the following personal data about you (although this will vary, depending on the relationship between us). This list is not exhaustive and some of this could come via a third party, e.g. Local Health Board;

* Name
* Gender
* Date of birth
* Address (including e-mail)
* Telephone number(s)
* Financial information, e.g. NI number, bank details etc

1. **How we use your personal data**

The GDPR requires, that we have a “lawful basis” on which to use and “process” your personal data. These bases include;

* Contract – where we would need to use your personal data to communicate with you, e.g. by e-mail
* Vital interests – where your information would need to be shared with a third party in an emergency, i.e. with an ambulance crew
* Legitimate interests – where we would process your personal data to ensure our commitment to you was fulfilled, e.g. NI number for payroll purposes

1. **Your rights**

You have a number of rights under the principles and requirements of GDPR, including the right to;

* information regarding your own personal data
* access to your own personal data, via a "subject access request" (and a fee cannot be charged in the vast majority of cases)
* correction of your personal data
* erasure (in certain circumstances) of your personal data
* restriction of processing your personal data
* objecting to the processing of your personal data
* receiving a copy of your personal data or transferring your personal data to another data controller
* not be subjected to automated decision-making; and
* being notified of a data security breach

1. **How long do you keep my personal data?**

Your personal data will not be kept for any longer period, than is necessary for the reasons it was obtained.

1. **Where is my personal data held and is it secure?**

Your personal data is held securely under lock and key, with only approved members of staff being able to access it. It can also be held electronically and our information technology (IT) systems have been fully accredited as meeting the Cyber Essentials requirements.

1. **Will my personal data ever be shared?**

We may have to share your personal data, as indicated in paragraph 5 above, i.e. with emergency services, the police etc. If this is the case, we will always seek your consent as far as is possible, practical and legally required.

Regardless, in every circumstance, we will ensure that every step is taken to ensure that your personal data is handled safely, securely and in accordance with the law and your rights as an individual.

1. **Accessing your personal data**

You have a right to access the personal data and to ask for a copy. This is commonly known as a “subject access request”. Such a request, should be made in writing and addressed to the Registered Manager, Liberty House via the postal address or e-mail address in paragraph 2.

In the vast majority of cases, there will be no charge for this request and we will aim to respond within 10 working days.

1. **Changes to this privacy notice**

We may, from time to time, need to make changes to this privacy notice, e.g. as a result of changes in the law. Any changes will be made available centrally via our website.