

The GDPR EU regulation began on 25th May 2018  
It deals with data and data process  
The Deaf Agency serious about data.  
Must hold data safely, lawfully, clearly and accurately and confidently..

Your data is collected by:  
The Deaf Agency Limited, Spectrum House, 2b Sutton Lane, Hornchurch, Essex. RM12 6RJ.

Data only used for purpose it was collected.  
The Deaf Agency Limited are registered under the ICO ref ZA229709.

We will only hold your data for as long as necessary to do the job why we collected data.  
Any data no longer valid or required under legal obligations will be deleted

**Collection of data** by the Deaf Agency is only for us to provide a quality professional service under the business model.

- To fulfil contracts
- To fulfil mandatory audits
- Where there is a legal duty
- Legitimate Interest
- Consent has been given.

**Use of Data** is to receive and undertake bookings , process payments, invoices, questions, and all issues involved in that including legal needs, audit, frameworks etc.

We only will use personal data for the purposes for what we collected it for, unless we consider we need to use it for another reason compatible with original purposes.

We expect all third parties where information is given under the legal business, to respect the security of your personal data and treat it accordingly under the GDPR law.

**Data sharing** will only be done for audit bodies, HEI / College / School or bookings. All data provided will be as minimal as is necessary.

**Bookings** require that the client and support worker information is shared prior to the booking. If you don't pay for the job, then the person who pays will need data too.  
Again, minimal data will be provided as is necessary.

**Sensitive data** will only be collected if required and treated as sensitive. Any DBS criminal record found will be viewed once and deleted. Religious information will be kept if necessary and only if freely given by client / freelancer / staff.

**Your Rights** - you have these rights. Any requests to us, please allow 0-2months for reply.

- the right to be informed
- the right to rectification
- the right to restrict processing
- the right to data portability
- the right to prevent automated decision making and profiling
- the right to access
- the right to erasure
- the right to object

Worried about how we use data - you may refer this matter to the Supervisory Authority, Information Commissioners Office (ICO), Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF <https://ICO.org.uk> or phone 0303 123 1113.

**Types of data** include Personal Data, Sensitive Personal Data, Financial Data, Employment Data and Certification / Qualification Data.

We do not sell your personal information to any other organisations.

The Deaf Agency is based in the UK. Your data will not be transferred outside the EEA (European Economic Area).

Student: examples of the data we may hold

What type of data	What data we hold	Why we hold that data	Why we use that data
Personal Data	<ul style="list-style-type: none"> <li>- DBS</li> <li>- Employment references</li> <li>- Identification</li> <li>- Right to work in UK</li> <li>- Employment status</li> <li>- Name</li> <li>- Address</li> <li>- Phone/text number</li> <li>- Email</li> <li>- FaceTime number</li> <li>- Skype number</li> <li>- Date of Birth if shown on legal documents</li> <li>- Identifier</li> <li>- Place of study or work</li> <li>- CRN</li> <li>- Budget information</li> <li>- Time sheets</li> </ul> <p>Medical: disability data if shown on legal documents.</p>	<ul style="list-style-type: none"> <li>- Health and Safety requirements</li> <li>- Legal Duty</li> <li>- Mandatory Audits</li> <li>- To fulfil a contract</li> <li>- Legitimate Interest</li> </ul>	<ul style="list-style-type: none"> <li>- Receive booking offers</li> <li>- To liaise re bookings</li> <li>- Confirmation of bookings</li> <li>- Undertake risk assessment checks</li> <li>- Emergency safeguarding</li> <li>- Identify you on our systems</li> <li>- Process invoices for you</li> <li>- Registration as a client onto the books of the business so as to request bookings.</li> <li>- Discuss the company / business through emails, texts, bulletins and newsletters</li> <li>- Receive / give feedback</li> </ul>
Finance Data	<ul style="list-style-type: none"> <li>- National Insurance number if shown on legal documents</li> <li>- CRN</li> <li>- Budget information</li> </ul>	<ul style="list-style-type: none"> <li>- Legal Duty</li> <li>- Mandatory Audits</li> <li>- To fulfil a contract</li> <li>- Legitimate Interest</li> </ul>	<ul style="list-style-type: none"> <li>- To comply with HMRC requirements</li> <li>- To process invoices and payments</li> <li>- To assist with any support for requesting budgets.</li> </ul>
Employment / Education Data	<ul style="list-style-type: none"> <li>- Identification</li> <li>- Place of work address or study address</li> <li>- Type of course</li> <li>- Type of work</li> <li>- Phone number</li> </ul>	<ul style="list-style-type: none"> <li>- Health and Safety requirements</li> <li>- Legal Duty</li> <li>- Mandatory Audits</li> <li>- To fulfil a contract</li> <li>- Legitimate Interest</li> <li>- Comply with Public Bodies and Government Authorities</li> </ul>	<ul style="list-style-type: none"> <li>- Meet employment checks as required before bookings</li> <li>- Match bookings to the course content</li> <li>- Risk assessments</li> <li>- Send workers to the address.</li> <li>- Safeguarding</li> </ul>