

## Statement of fair processing

Complygate Limited (“Complygate”) works closely with the Disclosure and Barring Service (“DBS”) and Credit Reference Agencies (CRAs) to provide online vetting and screening systems that allow you to complete applications online.

Whenever you visit and use our website, use our systems or provide us with personal data, this statement of fair processing will apply to how we process the personal data. If you do not agree with how we process personal data, we suggest that you stop using our website and/or systems immediately. All personal data provided will be treated with the strictest of confidence and in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016.

Complygate has legal obligations when processing personal data as follows:

- We will hold personal data on our systems for as long as needed to complete any services we are providing and in accordance with our data retention policy.
- We will ensure that all personal data supplied is held securely, in accordance with the Data Protection Act 2018 and the General Data Protection Regulation 2016.
- We will provide a safe and secure experience for users of our service.
- We will ensure that the data submitted to us remains private.

### Fair Processing Principles

- We will only hold the personal data on our systems for as long as needed to meet the service requested.
- Personal data is only processed where we have identified a lawful basis as set out in our privacy policy and/or acceptance of the applicant declaration.
- We will only collect and process personal data that is required for our services.
- Access to the personal data is restricted to the recipients detailed within the appropriate privacy policy and based on the type of check or product selected. This may include authorised complygate representatives, authorised client users, the DBS, CRAs and an external validation provider where required.
- Vetting and screening results are based on the personal data supplied to us. The data supplied must be accurate and up to date. We are not responsible for any results that are incorrect because of the data provided.
- Personal data is protected from unauthorised or accidental disclosure at Complygate.
- Procedures are in place for dealing promptly with any dispute.
- Any personal data provided will be held securely, with access restricted to named individuals who require access as part of their normal duties. Security measures have been developed in accordance with Cyber Essentials requirements. All information sent to applicable third parties is encrypted whilst in transit.

Personal data will not be shared with any other third parties outside of the purposes set out in our privacy policy (except where required by law). To read our privacy policy, please refer to our website:

<https://www.complygate.co.uk>



## **Fair Processing Notice (FPN) | CIFAS |**

The personal information we have collected from you will be shared with Cifas who will use it to prevent fraud, other unlawful or dishonest conduct, malpractice, and other seriously improper conduct. If any of these are detected, you could be refused certain services or employment. Your personal information will also be used to verify your identity. Further details of how your information will be used by us and Cifas, and your data protection rights, can be found by visiting: [www.cifas.org.uk/fpn](http://www.cifas.org.uk/fpn)

Approved by: Rajiv Ranjan

CEO

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