



## FAIR PROCESSING NOTICE/PRIVACY NOTICE FOR REFERENCE REQUEST/REFEREES

Version 2 – October 2020

WMAT understands the importance of Personal Data and has the protection of your data as its core.

This Fair Processing Notice / Privacy Notice is intended for 'Referees' identified by staff members of WMAT.

We are happy to answer your questions. Our contact details can be found at the end of this notice.

### WHAT IS YOUR PERSONAL DATA?

Personal data relates to a living individual who can be identified using elements from that data, either as an individual item or in combination with other elements.

### WHAT INFORMATION IS BEING COLLECTED?

We hold the following information:

<i>Identification</i>	Name, Company (if appropriate)
<i>Contact</i>	Mobile, Email Address

### WHO IS IT BEING COLLECTED FROM?

Your Personal Data is collected from the staff member via the application process.

### WHY IS IT BEING COLLECTED AND HOW WILL IT BE USED?

Your Personal Data is required to satisfy a Legitimate Interest as part of employing staff, so that we can ensure they meet the requirements for the role.

### WHO WILL IT BE SHARED WITH?

Your Personal Data will not be shared externally to WMAT.

### HOW LONG DO WE KEEP YOUR PERSONAL DATA FOR?

We are required to hold your Personal Data until the end of the staff member's employment, based on the current legal obligations from HMRC.

### WHAT ARE YOUR PRIVACY RIGHTS?

Under the General Data Protection Regulation (GDPR), Data Subjects have rights about their Personal Data; these rights are not absolute:

<i>The Right to be Informed</i>	Provides Data Subjects with information about the processing activities being conducted, which are contained within this notice.
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<i>The Right of Access</i>	Provides the Data Subjects with confirmation that their Personal Data is being processed and allows them access to the Personal Data you hold.
<i>The Right to Rectification</i>	Data Subjects have the right to have inaccurate data rectified or incomplete data completed.
<i>The Right to Erasure (Right to be Forgotten)</i>	Data Subjects have the right to have their Personal Data erased, provided that: it is no longer needed; we have been processing your data by consent and you have withdrawn consent; we no longer have a legal basis to process your data under; or we are processing your data unlawfully.
<i>The Right to Restrict Processing</i>	Data Subjects have the right to restrict the unnecessary processing of their Personal Data where it was processed under legitimate interest.
<i>The Right to Data Portability</i>	Data Subjects have the right to move their Personal Data between organisations, such as banks and insurance companies. It is not always possible to do this but can be done when the data is being processed under contract or with your consent and the processing is performed by automated means.
<i>The Right to Object</i>	Data Subjects have the right to object to how their Personal Data is being processed where it is being processed under legitimate interest.
<i>Rights Relating to Automated Decision Making and Profiling</i>	Data Subjects have the right not to be subject to an automated decision or profiling, where such could produce a legal effect concerning him or her, or similarly significantly affects him or her.

For more information about your Data Subject Rights, please refer to the ICO website - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to exercise any of these rights, then please contact us using the details at the end of this notice.

You also have the right to lodge a complaint about our processing with the UK's Information Commissioner's Office – [ico.org.uk](https://ico.org.uk)

#### HOW CAN WE PROCESS YOUR PERSONAL DATA IN THE FUTURE?

If we wish to use your personal data for a new purpose, not covered by this Fair Processing Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

#### CONTACT US

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Email: [GDPR@weydonmat.co.uk](mailto:GDPR@weydonmat.co.uk)

Weydon MAT is registered with the Information Commissioner's Office: ZA792813