

# Screening- Privacy Notice

## About Us

Access UK Limited is a company incorporated in England and Wales, (no. 2343760) and whose registered address is Access UK Ltd., The Old School, Stratford St. Mary, Colchester, Essex, CO7 6LZ, United Kingdom. VAT no. GB 108221356.

## How we use your information

Our Legal basis for processing your data for screening purposes as requested by our client, is Contractual for the following activities.

- We receive data uploaded to the service by users where it is stored in a cloud environment or on premise in accordance with the options selected by customers.
- We process the customer's personal data to enable them to access and use the service, provide support and maintenance services, and host the service
- We use personal information to communicate with clients in relation to service announcements, and product/service information.
- We use personal information to send Customer Feedback forms following support calls and consultant activity
- We use personal information to conduct Customer Surveys
- Your data will be processed in line with the [Principles](#) and individuals' [Rights](#) of The General Data Protection regulation

## Categories of Data

The following Data may be collected:

- Name ( + previous name(s))
- DOB
- Gender
- Email
- Address (current + history)
- References/Job History (current + past)
- NI number
- Phone numbers including mobile
- Nationality (Special Category of Data)

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## Additional Data Collection (Questions) & Form Collection as Configured by Customers

- Disclosure Identity Verification information
- Adverse Financial records
- Directorship History
- Driving Licence
- Passport
- Bank account
- Sanctions & PEP list
- Registration status with professional bodies (e.g. HCPC), Qualification status
- Digital Signatures
- Plus additional Checks upon request (e.g. industry specific checks)
- Birth Details (Special Category of Data)
- Criminal Record History (Special Category of Data)
- Sanctions (Special Category of Data)

## Disclosure

Where we use your information to contact you, we may use Marketo or Dotmailer to manage those communications. Your information may be shared with any of the following organisations in order to fulfil the screening requirement – and data is encrypted at all stages of the process. Appropriate legal contracts are in place with all third parties:

### Third Parties

- [Disclosure Services](#)
- [Disclosure Scotland](#)
- [DBS Basic](#)
- [DVLA](#)
- [Northrow](#)
- [Companies House](#)
- [Equifax](#)
- [Verifile](#)
- [Owens](#)
- [CIFAS](#)
- [Qualification Check](#)
- [Ideal Postcodes](#)
- [DocuSign](#)
- [GBG](#)
- [Healthier Business](#)
- [Onfido](#)
- [Konfir](#)
- [FAMA](#)

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## Hosting & Technical Support

- Our Customer Platform within Salesforce
- SendGrid
- AWS

## Storage & Disposal

Your information will not be transferred out of the UK unless requested, and we will not share your personal data other than as indicated above.

Once the client requirement is fulfilled, your information will be deleted.

## Cookies

We may use cookies to collect information on your usage of the site. A cookie is a small text file placed on your computer's hard disc by your web browser when you first log on. The cookie allows us to identify your computer and find out details about your visit. Most internet browsers accept cookies automatically, but you can change your settings to erase cookies or to prevent automatic acceptance if you prefer.

## Contact Information

Our Data Protection Officer can be contacted at – [Access.DPO@theaccessgroup.com](mailto:Access.DPO@theaccessgroup.com)

**Important note:** If you feel we have not processed your data in accordance with the Principles and Rights of the individual under GDPR please let us investigate first but contacting our Data Protection Officer, but you may raise a complaint with the [Information Commissioners Office](#)