



## Privacy Notice

### **Data controller: Safe Haven Accommodation (“the Company”)**

The Company is committed to being transparent about how it collects and uses data and to meeting its data protection obligations.

### **How the company collects information**

Most of the personal data is provided directly by you for one of the following reasons:

- questions, queries or feedback you leave, including your email address if you contact [saf havenaccommodation.co.uk](mailto:saf havenaccommodation.co.uk)
- You have made an information request to us
- You have applied for a job with us. We will process your details in line with our recruitment privacy notice which is available from [hr@saf havenaccommodation.co.uk](mailto:hr@saf havenaccommodation.co.uk)
- You are representing your organisation
- You have corresponded with us by post, phone, email or other means

We also receive personal information indirectly, in the following scenarios:

- An employee of ours gives your contact details as an emergency contact or a referee
- Your details are passed to us by a government departments, agencies and public bodies or where you have requested your details be passed to us
- Personally, identifiable information about you or your organisation from publicly available data sources including, but not limited to Companies House, company websites, social networks and news articles

Data will be stored in a range of different places, including, in the Company's HR management systems and in other IT systems (including the Company's email system)

## What information does the Company collect

- Identity Data includes first name, maiden name, last name, username or similar identifier, marital status, title, date of birth and gender
- Contact Data includes email addresses and telephone numbers (work or personal)

## Why does the Company process personal data

The company will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we are about to enter into or have entered into with you
- Where it is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests
- Where we need to comply with a legal or regulatory obligation
- Where you have provided your consent to use your personal data in a certain way
- Where the Company processes other special categories of data for equal opportunities monitoring purposes

Note that we may process your personal data on more than one lawful ground depending on the specific purpose for which we are using your data.

We may also process your personal data without your knowledge or consent, in compliance with this notice, where this is required or permitted by law.

## How long the company will keep your data

The company will only retain your personal data for as long as:

- it is needed for the purposes it is collected for
- the law requires us to

## Who has access to data

Other than as set out below the company will not pass your personally identifiable information to anyone outside Safe Haven Accommodation Ltd.

- where we have your consent for the disclosure
- with third parties that process data on its behalf, in connection with the mandatory training, rota, payroll, the provision of benefits and the provision of occupational health services
- the Company may also share your data with the police, Local Authority and other regulatory bodies such as the Disclosure and Barring Service

- in the context of a sale of some or all of its business, your data may be shared with third parties. In those circumstances, the data will be subject to confidentiality arrangements

### **How does the company protect data**

The Company takes the security of your data seriously. The Company has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where the Company engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and Company measures to ensure the security of data.

### **Your rights**

You have the right to request:

- information about how your personal data is processed
- a copy of that personal data
- that anything inaccurate in your personal data is corrected immediately

You can also:

- raise an objection about how your personal data is processed
- request that your personal data is erased if there is no longer a justification for it
- ask that the processing of your personal data is restricted in certain circumstances

If you have any of these requests, get in contact with Human Resources at [HR@safehavenaccommodation.co.uk](mailto:HR@safehavenaccommodation.co.uk)

If you believe that the Company has not complied with your data protection rights, you can complain to the Information Commissioner, [dataprotectionfee@ico.org.uk](mailto:dataprotectionfee@ico.org.uk)

### **Automated decision-making**

The company does not use automated decision-making in the handling of your data.

### **Changes to this policy**

We may change this privacy policy. In that case, the 'last updated' date at the bottom of this page will also change. Any changes to this privacy policy will apply to you and your data immediately.

If these changes affect how your personal data is processed, the company will notify you.