

Data Protection Law

We will process all personal information we collect from you in line with the seven principles of the Data Protection Act not only because we have a legal duty to but because we think it makes good business practice and helps us to know our customers better and protect their information more securely.

In order to do this, we follow the seven Principles of Data Protection Act which states the data we process must be:

- Lawful, fair and transparent
- Purpose limitation
- Adequate, relevant and limited to what is necessary
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with your rights
- Responsible for, and be able to demonstrate compliance with Data Protection Laws.

Sharing Your Personal Identifiable Information

Barcud will only share your personal identifiable information within our organisation. All information you provide to us is kept within our secure housing management system. Any documentary evidence is scanned and kept within our secure document management system. Only Barcud Cyf employees can access these systems, after undertaking training in data protection and information security.

How Long We Keep Your Personal Information For

How long we keep your personal information for depends on the services we deliver to you. We will never retain your personal identifiable information for any longer than is necessary for the purposes for which we need to use it.

Your Privacy Rights

From the 25 May 2018 you have eight rights relating to the use and storage of your personal identifiable information. These are:

- The right to be informed.
- The right of access.
- The right to rectification.
- The right to erasure.
- The right to restrict processing.
- The right to data portability.
- The right to object.
- Rights in relation to automated decision making and profiling.

In brief, you have the right to be informed who is obtaining and using your personal identifiable information, how this information will be retained, shared and secured and what lawful grounds will be used to obtain and use your personal identifiable information. You have the right to object to how we use your personal identifiable information in certain circumstances. You also have the right to obtain a copy of the personal identifiable information we hold about you.

In addition, you can ask Barcud to correct inaccuracies, delete or restrict personal identifiable information or to ask for some of your personal identifiable information to be provided to someone else. You can make a complaint if you feel Barcud is using your personal identifiable information unlawfully and/or holding inaccurate, inadequate or irrelevant personal identifiable information which if used may have a detrimental impact on you and/or has an impact on your rights. You can also make a complaint to the data protection supervisory authority. In the UK, this is the Information Commissioner's Office, at <https://ico.org.uk>.