



## Privacy and Security Policy: March 2013

### Who we are

We are Atlantic Data Ltd., an IT solutions company located in Milton Keynes. Our contact details:

**Address:** Atlantic House, Snowdon Drive, Winterhill, Milton Keynes, MK6 1BU, UK

**Email:** enquiries@atlanticdata.co.uk

**Telephone:** 03333 207 301

**Fax:** 03333 207 315

For the purposes of the Data Protection Act 1998 we are known as a Data Controller. We take our obligations as a Data Controller seriously. Below you can find out more about how we look after your personal data. For more information on the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003, you can visit the Information Commissioner's website.

This policy explains how and why we collect your information and what we do with it. By using our websites and services, you agree to comply and be bound by the terms of this policy. If you disagree with any part of these terms, please do not use our websites and/or services.

### About Cookies

The [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk) website uses cookies as this is standard practice for most websites. By continuing to use the [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk) website you are giving consent for cookies to be used.

### What Are Cookies?

A 'cookie' is a small file that can be stored on your computer. They are designed to hold a small amount of data specific to the [www.disclosuresdbs.co.uk](http://www.disclosuresdbs.co.uk) website and can be accessed by computers or handheld devices (e.g. smart phones, tablets).

We use cookies to provide features like auto login and determine when customers have previously visited our websites. Our cookies do not contain any personal information about you.

In May 2011, the rules about information (including cookies) stored on your computer or accessed by our websites changed. We are required to ask your permission to use this technology where its use is not strictly necessary to provide web services you have requested.

For further information please visit:

[www.allaboutcookies.org](http://www.allaboutcookies.org)  
[www.youronlinechoices.com/uk](http://www.youronlinechoices.com/uk)

We do not use cookies to collect any other information. In addition, we do not pass any information to third party organisations unless you have agreed to let us do so. If you would like more information about our use of cookies, please send an email to enquiries@atlanticdata.co.uk with 'Cookies' in the subject title.

## Privacy and Security Policy: March 2013

### What Cookies Are Used For?

Cookies are a convenient way to carry information from one website session to another. The four reasons we use cookies are listed below:

1. For technical purposes essential to the effective operation of our websites.
2. To allow us to collect information about the browsing activities of our customers so we can improve their customer experience.
3. To ensure we meet our contractual obligations to make payments to third parties when a product is purchased by someone who has visited our website from a third party website.
4. The cookies on those of our websites which are access-restricted enable Authorised Users to log into their accounts to view management reports and submit applications for Disclosures or other pre-employment screening checks.

### Can I Disable Cookies?

Yes. You can disable cookies by changing your web browser settings to reject cookies.

### Why we would like some information about you

When you contact us, we collect and process information provided by you:

- When completing any form on any of our websites.
- When reporting any fault with our services or websites or complaint relating to our services or websites.
- In any correspondence between you and us.
- In response to any survey from us.
- In order to allow us to provide the service which you have requested.

We then use this information to:

- Ensure our website is effective and presents you with relevant information.
- Administer the service which you have purchased from us.
- Notify you of any changes to your existing products or services.

In addition, we may also contact you about our products and services. If you don't wish to receive this information, it's a simple to say 'no thanks'. See the next section.

You can always ask us what information we hold about you. Please contact us on 44 (0) 03333 207 301 if you wish to enquire about the data we hold. We'd be very happy to send this through to you. There is a small fee of £10. For more information on your rights, visit the Information Commissioner's website.

### 'No thanks, I don't want to be contacted for promotional purposes'

We want you to be comfortable with how, when and why we contact you. It's simple to choose. How would you like to tell us your preferences?

## Privacy and Security Policy: March 2013

**By Email:** Write to us at enquiries@atlanticdata.co.uk.

**By Phone:** Call us on 44 (0) 03333 207 301.

**By Post:** Write to us at Atlantic Data Ltd., Atlantic House, Snowdon Drive, Winterhill, Milton Keynes, MK6 1BU, UK.

### Other things you may want to know:

- What is an IP address and how do we use them?
- What's profiling?
- Do we ensure the privacy practices of other sites to which it provides links?
- How and when will you change your privacy policy?
- How do we store your data?
- How long we do store your data for?
- Do we share your information with other companies?

#### What is an IP address and how do we use them?

We may collect information about you relating to the type of internet browser you are using or the site which linked you to our website. We may also collect your IP address (this is the unique address which identifies your computer on the internet). We do not use this information to identify you personally. It is used to track visitor use and compile statistical reports on website activity, thereby allowing us to monitor which parts of our websites are most visited and most useful.

#### What's profiling?

In order to develop our business, we use some of the collected marketing data to profile you and your purchase profile. This data is used to improve our services and identify new customers to whom we should be marketing. This may involve passing information onto selected third party companies, such as marketing agencies.

#### Do we ensure the privacy practices of other sites to which we provide links?

While we carefully select the websites to which we link, we are not responsible for the privacy practices or the content of these websites.

#### How will we notify you of changes to our privacy policy?

Our privacy policy is regularly reviewed to make sure we continue to serve the privacy interests of our customers. We reserve the right to change and update the privacy policy. These changes will be posted on our website. We encourage you to visit our website from time to time to ensure you are aware of any changes we may have made.

#### How do we store our data?

We maintain a dedicated server house on our premises. All systems are controlled, run and

## **Privacy and Security Policy: March 2013**

maintained in-house from a secure location. We place great importance on the security of all information provided to us. We have security measures in place to attempt to protect against the loss, misuse and alteration of data under our control. For example, our security and privacy policies are periodically reviewed and enhanced as necessary. Only limited, authorised personnel have access to user information.

We use secure server software (SSL) to encrypt the information you input before it reaches us. In addition, those authorised personnel who have access to your information are trained in the maintenance and security of this information. While we cannot warrant or guarantee that loss, misuse or alteration of data will not occur, we maintain strict measures to try to prevent this. If we have supplied you with a secure username and password to access our services, then you are responsible for keeping those details secure and confidential.

We are also BS 25999 compliant and ISO 27001 certified and will always comply with the requirements of the Data Protection Act 1998 and the Privacy and Electronic Communications (EC Directive) Regulations 2003.

### **For how long do we store your data?**

The majority of information you provide will be kept for a maximum of six months. Where the services you have requested from us result in a certificate being issued by the Disclosure and Barring Service (DBS), Disclosure Scotland or AccessNI, we will hold on to your information for a maximum period of six months from the date the result is issued. This allows you to query any information and resolve any dispute should one arise as a result of the certificate.

We may keep the following for up to 7 years because it appears on financial records:

- Full name
- Date of application
- Date of result
- Level of check applied for
- Unique certificate reference number.

### **Do we share your information with other companies?**

We do not disclose your information to third parties for marketing purposes. We only disclose your information to third parties as is required for:

1. Providing our Disclosures services through the DBS, Disclosure Scotland or AccessNI (whichever is relevant) as consented to by you in the relevant terms and conditions. For information on whom the DBS, Disclosure Scotland and/or AccessNI may share your data with, please contact them directly:
  - DBS – [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs)
  - Disclosure Scotland – [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)
  - AccessNI – [www.accessni.gov.uk](http://www.accessni.gov.uk)
2. Co-operating with law enforcement officials in the investigation of alleged unlawful activities of or relating to our customers. We will have no legal liability for such Disclosures.