



Fair Processing Notice for Referees

At CHICKS, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you have been named as a referee.

Our contact details

CHICKS is the trading name of CHICKS Ltd

Company number: 3440794 | Charity registration number: 1090457

Registered address:

CHICKS Moorland Retreat
Brentor
Tavistock
Devon
PL19 0LX

Phone: 01822 811020

Email: info@chicks.org.uk

Our Data Protection Officer is Joanna Foster and she can be contacted at
DPO@chicks.org.uk

What personal data do we collect about you; how do we use that personal data; what is our legal basis and how long do we retain your data?

When you have been nominated as a referee, we need to hold your name, address and phone numbers on our system and use it to contact you. Our legal basis for doing so is legitimate interest as it is a legitimate activity of a business to hold referee details and to contact them. We will retain your personal data until the candidate has passed their probation, usually three months but this can be extended. We will not hold your data for longer than one year.

You have the right to object to us holding your data. Please contact us if you do.

Do we use any automated decision making?

We do not use any automated decision making.

Who do we share your personal data with?

- our software providers

- cloud service providers

Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
 - we no longer need it;
 - if we are processing your personal data by consent and you withdraw that consent;
 - if we no longer have a legitimate ground to process your personal data; or
 - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have any questions or concerns, please contact us as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's Information Commissioner's Office.