

Bird Agency Privacy Notice

About this document

This notice is designed to transparently and unambiguously communicate to our clients why we collect their personal data, what we will collect and the way we use that data.

Our Commitment to protecting your personal data

Bird Agency is committed to protect and secure any personal data that we collect and which we require to facilitate the services, transactional activities and support products that we provide to our clients, our clients, clients and that we receive from our suppliers. We take the protection of your personal data very seriously and adhere to current Data Protection regulations including the GDPR.

What employee Personal data do we hold?

We currently collect and hold client's personal information. The categories of personal information that we hold about you are:

1. Name
2. Home address
3. Phone number
4. Email address
5. Passport details
6. Nationality
7. Travel visa info
8. National insurance number
9. Tax identification number (UTR)
10. Bank details
11. Personal statistics
12. Medical information
13. Spotlight ID
14. Equity number and details

Where did we get your employee data from?

Your employee personal data may have been collected from several sources:

1. Tagmin© personal profile
2. Supplied to us directly or via email

What is our lawful basis and purpose for holding your employee Personal information?

The lawful basis for holding your information is that we have a legitimate interest and the purpose is that we need this information to facilitate the services we provide and to facilitate and transact those services.

What do we do with your employee personal information?

- We communicate the information on your behalf to parties that are interested in securing your services both inside and outside the EU.
- Communicate information required by 3rd parties to complete contract approval.

What we don't do with your personal information

- We do not use any automated systems relating to your personal data
- We do not use your information for profiling

How long do we keep your personal data?

- If there are no ongoing contracts all your data except name, email and phone number will be deleted within 1 month.
- If there are ongoing contacts all your data except name, email, bank details and phone number will be deleted within 1 month.
- We will retain your basic information of name, email and phone number for seven years for graduate destination purposes.

What are your personal data rights?

If at any point, you believe the personal information we hold on you is incorrect, you want us to correct or delete that information, or you no longer want us to hold that information or contact you, you can exercise your rights under the current Data Protection laws. These rights include:

- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to data portability
- Right to object

For more information about your personal data rights please visit the Information Commissioner Office website at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

What information is mandatory and the consequences of not providing the information?

No information is mandatory for you to provide.

Contact us

If you have any queries about this privacy notice or how we process your personal data, you can contact our Data Protection Officer, Kerensa Gardner by email dpo@birdcollege.co.uk by telephone: 020 8300 6004; or by post: Secretary to the Board of Directors, C/O Kerensa Gardner, Bird College Alma Road, Sidcup, Kent, DA14 4ED.

To request access to the personal data that we hold about you, you can contact our Data Protection Officer, Kerensa Gardner by email dpo@birdcollege.co.uk ; by telephone: 0208 300 6004; or by post: Secretary to the Board of Directors, C/O Kerensa Gardner, Bird College Alma Road, Sidcup, Kent, DA14 4ED.

If you are not satisfied with how we are processing your personal data, you can make a complaint to the Information Commissioner.

You can find out more about your rights under data protection legislation from the Information Commissioner's Office website available at: www.ico.org.uk

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