

CAPITA

MONATAIR
Privacy Notice

1 REGISTER OF APPLICABLE LEGISLATION

Legislation	Description
General Data Protection Regulation 2016/679 (GDPR)	This Regulation provides a right of access by living individuals to personal data held about them by any person, subject to any exemption, which may apply. It imposes responsibilities on those who process personal data in addition to those who control data. The Regulation requires compliance with the data protection Principals and emphasises Data Protection accountability.

PRIVACY NOTICE MONATAIR

All Data Protection related enquiries should be directed to Capita's Data Protection Officer. Please contact BARRACHD at info@barrachd.com to request the current DPO contact details.

Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in a Data Controller's possession or which they are likely to come into possession of. The processing of personal data is governed by *The Data Protection Act 1998* and will be superseded on 25 May 2018 by *the General Data Protection Regulation 2016/679 (GDPR)*. This Privacy Notice is intended for use under the GDPR.

Who are we?

BARRACHD are a Data Controller and processor of your personal data in respect of its collection and use, once submitted by you through the MONATAIR website. BARRACHD understands the importance of protecting personal data and as such

How do we collect your personal data?

This Privacy Notice is solely intended for use in the collection of the data submitted by you with your consent. By submitting your personal information through the MONATAIR website, you shall be consenting to it being processed in the manner described below.

If you have submitted personal information through this website and to withdraw your consent for its use or wish to exercise any of your other relevant Data Subject Rights, please contact info@barrachd.com.

How do we process your personal data?

BARRACHD complies with its Data Protection obligations under the *GDPR* by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical and organisational measures are in place to safeguard personal data.

At BARRACHD we may use your personal data for the following purposes: -

1. to let you know about special offers, new services and service related notices.
2. to get in touch with you to invite you to webinars, new solution launches and user groups.
3. to personalise your session on our website to better fit your interests by offering relevant individually tailored content.

Why we need your data.

At BARRACHD we aim to fulfil our Data Privacy obligations under the GDPR and as such we request only the minimum amount of personal data from you to allow us to perform the related tasks.

Sharing your personal data.

Your personal data will be treated as CONFIDENTIAL and we will not disclose it to anyone outside of our organisation. In connection with any application, request or enquiry you make, your information will be passed directly to the relevant department within Barrachd and nowhere else.

How long do we keep your personal data?

We keep your personal data for no longer than is reasonably necessary. Personal data will be subject to the Data Retention Policies of Capita.

Your rights and your personal data.

Unless subject to an exemption [*under the GDPR*], you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which we hold about you;
- The right to request that BARRACHD corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for BARRACHD to retain such data;
- The right to request that the Data Controller (BARRACHD) provides the data subject with his/her personal data and where possible, to transmit that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

For more information about your rights as a Data Subject and the GDPR please visit the Information Commissioner's website at ico.org.uk.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will contact you with a new notice explaining this new use prior to commencing any processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

To exercise all relevant rights, queries or complaints please in the first instance contact the BARRACHD team at info@barrachd.com.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office address at Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

Declaration

By submitting personal information through our website, you are declaring that you have read and understood this Data Protection Notice and that you acknowledge the prescribed lawful basis for processing your personal data for the stated purposes.

Please assist us in ensuring your personal data is kept accurate and up to date. Should your personal details change please inform the BARRACHD team so that your records can be amended.

We regularly review our Privacy Notices; where we consider significant changes have been made, we will endeavour to bring this to your attention.

Thank you.