



## **DATA PROTECTION PRIVACY NOTICE**

We respect your trust in us to use, store and share your personal information. In this notice, we carefully explain how we collect your personal information, how we use it, and how you can communicate with us about that information.

If you are unfamiliar with any of the information, or terms or, want more detail on any of the information here, please feel free to contact our Data Officer directly in confidence, full contact details are available on our website [www.simplynuc.co.uk](http://www.simplynuc.co.uk)

The Company is a market leader in small form factor computing. The Company must process personal data (including sensitive personal data) so that it can provide these services – in doing so, the Company acts as a data controller and processor.

You may give your personal details to the Company directly, such as on an application or registration form or via our website, or we may collect them from another source such as a Government Department. The Company must have a legal basis for processing your personal data. For the purposes of providing you with grant application services, orders for services or employment opportunities, we will only use your personal data in accordance with the terms of the following statement.

### **1. Collection and use of personal data**

#### **a. Purpose of processing and legal basis**

The Company will collect your personal data (which may include sensitive personal data) and will process your personal data for the purposes of providing you with grant support services, order process for services and products and processing of application and employee information. The legal bases we rely upon to offer these services to you are:

- Consent
- Legitimate interest
- Legal obligation
- Contractual obligation

#### **b. Legitimate interest**

Where the Company has relied on a legitimate interest to process your personal data our legitimate interests are as follows:

- Processing of grant applications
- Processing of orders for service and products

#### **c. Recipient/s of data**

The Company will process your personal data and/or sensitive personal data with the following recipients:

- Various Government Departments, e.g., HMRC, NHS.
- The payroll department in Simply NUC Ltd
- Simply NUC Inc.

#### **d. Statutory/contractual requirement**

Your personal data is required by law and/or a contractual requirement (e.g. our client may require this personal data), and/or a requirement necessary to enter into a contract. You are obliged to provide the personal data and if you do not the consequences of failure to provide the data are:

Failure to qualify for grant award or order delivery of services and products.

## **2. Overseas Transfers [Optional]**

The Company may transfer only the information you provide to us to countries outside the European Economic Area (EEA) for the purpose of providing you with, e.g., information. We will take steps to ensure adequate protections are in place to ensure the security of your information. The EEA comprises the EU member states plus Norway, Iceland and Liechtenstein.

## **3. Data Retention**

The Company will retain your personal data only for as long as is necessary. Different laws require us to keep different data for different periods of time.

Certain Laws/Acts/Orders require us to keep candidate records for at least one year from (a) the date of their creation or (b) after the date on which we last provide you with grant provision.

We must also keep your payroll records, holiday pay, sick pay and pensions auto-enrolment records for as long as is legally required by HMRC and associated national minimum wage, national living wage, social security and tax legislation.

Where the Company has obtained your consent to process your personal & sensitive personal data, we will do so in line with our retention policy (a copy of which is attached). Upon expiry of that period the Company will seek further consent from you. Where consent is not granted the Company will cease to process your personal data & sensitive personal data.

**Our retention period is 6 years from first initial contact.**

## **4. Your rights**

**Please be aware that you have the following data protection rights:**

- The right to be informed about the personal data the Company processes on you;
- The right of access to the personal data the Company processes on you;
- The right to rectification of your personal data;
- The right to erasure of your personal data in certain circumstances;
- The right to restrict processing of your personal data;
- The right to data portability in certain circumstances;
- The right to object to the processing of your personal data that was based on a public or legitimate interest;
- The right not to be subjected to automated decision making and profiling; and
- The right to withdraw consent at any time.

Where you have consented to the Company processing your [personal data & sensitive personal data] you have the right to withdraw that consent at any time by contacting our Data Protection Officer in writing E: [chris@simplynuc.co.uk](mailto:chris@simplynuc.co.uk)

## **5. Complaints or queries**

If you wish to complain about this privacy notice or any of the procedures set out in it, please contact: Our Data Protection Officer Above.