



DBS Data Privacy Notice



Who are we?

Cantium Business Solutions (Cantium) are a Local Authority Trading Company owned by Kent County Council via Kent HoldCo. Ltd. Cantium delivers a range of IT and related services to organisations including local authorities / public bodies, schools, academies and other educational settings and private companies. We aim to maintain the highest possible standards and seek to adopt best practice with regards to the way in which we manage and process data in the course of our business.

Cantium collects, uses and processes personal information about you. When we do so we adhere to the UK General Data Protection Regulation (GDPR), which was incorporated into UK law following Brexit, and which is supported by the Data Protection Act 2018 (DPA 2018). We are responsible as ‘controller’ of that personal information for the purposes of those laws.

Should you have any questions about this privacy notice please contact our Data Protection Officer, iSystems at dataprotection@cantium.solutions

About the information we collect, use and retain

The table set out below summarises the information we collect, use and retain, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Information we collect	How we collect the information	Why we collect the information	How we use and share the information
Your identity data including title, name(s), date of birth, NI number, nationality, address history and place of birth	From you	<p>To comply with our legal obligations</p> <p>To perform the employment contract</p> <p>Legitimate interest: to verify your identity</p>	<p>To comply with DBS / Disclosure Scotland application requirements in order to submit your application to the DBS / Disclosure Scotland</p> <p>To enable validation of your identity as part of your application</p> <p>To complete barred list checks where required</p> <p>Information shared with Commercial Services Kent</p>

			<p>Ltd. for provision of HR services on behalf of Cantium</p> <p>Information shared with the DBS, Disclosure Scotland, the Police and other regulatory authorities as required</p> <p>Information shared with Experian for external ID validation if required (where you are unable to provide sufficient evidence to meet DBS requirements)</p>
Your contact details including email address, telephone number(s) and postal address	From you	<p>To perform the employment contract</p> <p>Legitimate interests: to progress your application and keep you informed of progress and outcomes</p>	<p>To enable us to keep you informed of the progress of your application and outcome</p> <p>Information shared with Commercial Services Kent Ltd. for provision of HR services on behalf of Cantium</p> <p>Information shared with the DBS, Disclosure Scotland, the Police and other regulatory authorities as required</p> <p>Information shared with Experian for external ID validation if required (where you are unable to provide sufficient evidence to meet DBS requirements)</p>
ID verifier / manager name and email address	From the individual requesting the disclosure	<p>To perform the employment contract</p> <p>Legitimate interests: to progress your application and inform nominated individuals of disclosure outcomes</p>	<p>To enable us to keep ID verifiers / managers informed of the progress of an application and outcome</p> <p>Information shared with Commercial Services Kent Ltd. for provision of HR services on behalf of Cantium</p>
Your declaration of whether you have any convictions, cautions, reprimands or warnings	From you	<p>To comply with our legal obligations</p> <p>To perform the employment contract</p> <p>Legitimate interests:</p>	<p>To comply with DBS / Disclosure Scotland application requirements in order to submit your application to the DBS / Disclosure Scotland</p>

		<p>For reasons of substantial public interest (protecting the public against dishonesty, safeguarding children and individuals at risk)</p> <p>Your consent</p>	<p>Information shared with Commercial Services Kent Ltd. for provision of HR services on behalf of Cantium</p> <p>Information shared with the DBS, Disclosure Scotland, the Police and other regulatory authorities as required</p> <p>For further information see below*</p>
Information from your ID documents	From you and the ID verifier who has checked your ID documents	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to verify your identity</p>	<p>To comply with DBS / Disclosure Scotland application requirements in order to submit your application to the DBS / Disclosure Scotland</p> <p>To enable validation of your identity as part of your application</p> <p>Information shared with Commercial Services Kent Ltd. for provision of HR services on behalf of Cantium</p> <p>Information shared with the DBS, Disclosure Scotland, the Police and other regulatory authorities as required</p> <p>Information shared with Experian for external ID validation if required (where you are unable to provide sufficient evidence to meet DBS requirements)</p>
The outcome of your external ID validation check (pass/fail)	From Experian	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to verify your identity</p>	<p>To comply with DBS application requirements in order to submit your application to the DBS / Disclosure Scotland</p> <p>To enable validation of your identity as part of your application</p> <p>Information shared with Commercial Services Kent Ltd. for provision of HR services on behalf of Cantium</p>

			Information shared with the DBS
Your disclosure certificate information	From the DBS / Disclosure Scotland	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to verify the criminal records information provided by you</p> <p>Legitimate interest: to confirm Cantium as a registered body has undertaken a check on the applicant and complete re-checks in line with Cantium policy (Disclosure Certificate number and Disclosure Certificate issue date only)</p> <p>For reasons of substantial public interest (protecting the public against dishonesty, safeguarding children and individuals at risk)</p> <p>Your consent</p>	<p>To make an informed recruitment / retention decision</p> <p>To carry out statutory checks</p> <p>Information shared with Commercial Services Kent Ltd. for provision of HR services on behalf of Cantium</p> <p>Information shared with DBS, Disclosure Scotland, the Police and other regulatory authorities as required</p> <p>Information shared with the nominated manager, Cantium HR and other Cantium departments as required in order to make an informed recruitment / retention decision</p> <p>Certificate number and date of issue information may be shared with other organisations for the purpose of validating that Cantium as a registered body has undertaken a check on you</p> <p>For further information see below*</p>

** We will comply with the additional conditions set out in the DPA 2018 and GDPR which relate to criminal convictions and other special categories of personal data (sensitive personal information). Further details on how we handle sensitive personal information (and information relating to criminal convictions and offences) are set out in our Data Protection Policy and DBS Procedure (Criminal Records Policy).*

We may less frequently use your criminal information for legal claims, where required to do so by a Court or where you have made the information public.

As there is a statutory and contractual basis for collecting your personal data if you do not provide the following, we may be unable to progress your DBS/Disclosure Scotland disclosure application which may affect your ability to commence/continue in a job role or voluntary position.

- Personal Data: Title, Name(s), Date of Birth, Address History, NI Number, Contact Details, Nationality, Gender, Town & Country of Birth, ID documents to verify your identity
- Personal Sensitive Data: Any Convictions, Cautions, Reprimands or Warnings

How we use your information to make automated decisions

An automated decision is where an electronic system makes a decision using personal information without human intervention (e.g. monitoring your online activities and emails or events which trigger actions such as your sickness absence triggering our capability policy). This helps us to make sure our decisions are quick, fair, efficient and correct, based on what we know. These automated decisions can affect the services we may offer you now or in the future.

Automated decision making is allowed in the following circumstances:

1. Where we have notified you of the decision and given you 21 days to request a reconsideration
2. Where it is necessary to fulfil our contractual obligations and requirements and appropriate measures are in place to safeguard your rights.
3. In limited circumstances, with your explicit consent and where appropriate measures are in place to safeguard your rights.

If an automated decision is made, based on any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must put in place appropriate measures to safeguard your rights.

How long your personal data will be retained

We will retain your personal information for a period of up to 6 months following receipt of your disclosure and a recruitment (or other relevant) decision has been made and the application archived.

In very exceptional circumstances where it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and give full consideration to the Data Protection and Human Rights of the individual subject before doing so.

The following information is retained for the purposes of disclosure renewals and portability requests where we are required to confirm that Cantium as the registered body has completed an disclosure check:

- Application ID
- Username
- Forename

- Surname
- ID Verifier Username
- DBS Vulnerable Adults checked
- DBS Children's Barred List checked
- Position working with children or adults at the applicant's home address
- Volunteer
- Workforce
- Type of check required
- DBS Application Reference
- Disclosure number
- Disclosure issue date
- Separate barred list check required?
- Recruitment decision
- Certificate of Good Conduct required?
- Certificate of Good Conduct received?
- Position for which certificate was requested

Upon expiry, any personal data which we are not legally obliged to retain, will be securely destroyed.

When we will share your information

Other than as stated in the table above, we will share personal information with law enforcement or other authorities if required by applicable law.

We will share your personal information with our professional advisers if required for the purposes of establishing, exercising or defending legal proceedings.

We will also share your personal information with internal departments or external third parties where it is necessary to administer our contractual relationship with you or where we have another legitimate interest in doing so (providing this is not overridden by your interests). Details of third party providers for specific services may be provided on request.

Customer information may be shared within the Kent HoldCo. Ltd. Group under a Data Sharing Agreement. The Agreement reflects the requirements of the UK GDPR and DPA 2018. Where a customer organisation purchases multiple services from within the Group the following information may be shared where this is required to deliver the services: title, name, email address / contact details, employee number, job title, products/services consumed.

Our third-party service providers, with whom data may be shared (as required) to enable the delivery of this service, include:

- [Commercial Services Kent Ltd.](#) (HR services)

- [UK Fast.Net Ltd](#) (EmploymentCheck system hosting)

Access to data is only granted where authorised by Cantium and specifically required in line with our contract with them. System data is hosted within the UK by an ISO 27001 certified supplier and supplier information security standards meet DBS requirements.

Where an external ID check is required in order to meet the DBS's ID verification requirements, we will share your personal data with Experian in order to undertake this check. When a search is made please be advised that:

- Experian may check the details you supply, against any particulars on any database (public or otherwise) to which Experian has access in order to carry out the relevant verification service,
- A specific (non-credit) footprint is left by Experian, and
- A record of the decision made is available for us (Experian's Client) to retrieve for auditory purposes.

For further information please see [Experian's Information Notice](#)

We may also need to share some of the categories of personal information with other parties where a transfer of the business takes place. Usually, information will be anonymised or pseudonymised, but this may not always be possible. The recipient of the information will be bound by confidentiality obligations and legally binding data sharing agreements.

Where information may be retained

Information may be retained at our offices and those of our service providers, representatives and agents as described above.

We will only transfer your personal data to countries that have been deemed to provide an adequate level of protection for personal data by the European Commission. For further details see https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en

Where we use certain service providers, we may use specific contracts approved by the European Commission which give personal data the same protection as in Europe. For further details, see <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/international-transfers/>

Please contact us if you want further information on the specific mechanism used by us when transferring your personal data out of the European Economic Area (EEA).

Reliance on UK exemptions from the GDPR

We may use information in reliance on the exemptions under the GDPR where allowed e.g. where a claim to legal professional privilege would apply, in relation to the provision of confidential references or for the purposes of management forecasting (to the extent that such forecasting would be prejudiced by advance notification).

Your Rights

Under the GDPR you have a number of rights which you can access free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties.

Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation: <https://ico.org.uk/>

If you would like to exercise a right, please contact dataprotection@cantium.solutions or write to Data Protection Officer, Cantium Business Solutions, Worrall House, 30 Kings Hill Avenue, West Malling, ME19 4AE.

Consent - Withdrawal

In some circumstances where you have provided your consent for the processing of your criminal records information you have the right to withdraw your consent at any time by notifying us in writing via email to dataprotection@cantium.solutions. On receipt of notification that you have withdrawn your consent we will no longer process your information for that purpose, unless we have another legitimate basis for doing so in law.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact

Please contact dataprotection@cantium.solutions to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

You can contact our Data Protection Officer, iSystems at dataprotection@cantium.solutions or by writing to Data Protection Officer, Cantium Business Solutions, Worrall House, 30 Kings Hill Avenue, West Malling, ME19 4AE

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

This document was last reviewed in August 2022.

