

Socrates Ltd Data Protection and Privacy Policy

Among other services Socrates Ltd, “Socrates”, is engaged to provide pre-employment and employment background verification services to its clients. For the purposes of compliance with relevant data privacy laws, the client is the Data Controller and Socrates is normally the Data Processor.

Socrates respects data privacy and is committed to data protection. This document explains how Socrates uses personal data.

Personal Data

In order to provide our services, and to ensure that any information reported back to a client is accurate, personal data must be collected. The personal data processed during the services we provide is normally determined by our client. Socrates produces a screening report detailing the results of any verification performed against the personal data provided. This report is transmitted using secure methods. We may also seek information from third parties to complete our Screening Report. These third parties may include, employers, educational establishments, referees, government agencies, courts, data providers or repositories and Socrates representatives who are performing specific research in connection with the services provided and who hold the data at the same level of protection as Socrates. Transfer of personal data to outside of the EEA will be dependent upon the employment, educational and residential footprint of the holder of that personal data. Outside the EEA data is protected by the same measures outlined elsewhere in this document. Personal data is used only to provide our services. Once our services are completed personal data will be deleted from our systems in accordance with data retention periods.

Socrates role

Socrates always acts under the instruction of its client who will determine what personal data is collected and processed in order to provide employment and employment background verification services. We rely upon our clients to provide information to individuals about the data which is being collected and why. Informed consent must be provided for Socrates to collect and process personal data on behalf of our clients. Individuals may withdraw consent at any time and Socrates has processes in place to deal with this. We do not have any systems which apply an automated decision making process.

Data Protection

Socrates is committed to protecting personal data. Measures are in place to protect personal data from accidental loss and from unauthorised access, use, alteration or disclosure and information security measures are in place, including access controls, physical security and robust information collection, storage and processing practices.

Socrates also ensure that where electronic transfer of personal data to/from its representatives takes place that such transfers are also appropriately protected and are in compliance with relevant data protection legislation and in accordance with any instructions provided by a data source.

Data Retention

Our standard data retention policy is 12 months from the date that our screening report is completed. However, clients may set their own customised retention period.

Withdrawal of consent

Consent for future collection or use of personal information may be withdrawn or modified at any time. Processing will only recommence if consent is reinstated.

Complaints

We commit to handle personal data in professionally and in confidence. Socrates will cooperate with any investigation to resolve any issues raised. We are committed to protecting personal data and investigating and resolving any complaints about our collection or use of personal data. Our data protection officer may be contacted at dpo@socratessa.com.