Brainwire Ltd Privacy Policy

**Our contact details**

Name: Brainwire Ltd

Address:

16 New Street,

Thornhill,

Cardiff,

CFX1 T22

Phone Number: 07393348901

E-mail: [admin@brainwireltd.com](mailto:admin@brainwireltd.com)

**The type of personal information we collect**

We currently collect and process the following information:

* Legal Name
* Date of Birth (DOB)
* National Insurance Number
* Contact Info (Phone Number, Email, Address)

**How we get the personal information and why we have it**

We collect personal information as it is needed, we don’t collect an unnecessary data. We collect important Identifier such as Name and Data of Birth as wee need to know who you are to make sure that pay is the right amount. We collect National Insurance Numbers to pay you correctly and make sure you are identified correctly.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting us directly (See contact details).**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**

**How we store your personal information**

Your information is securely stored on a secure external database.

We keep your personal information for as long as you are working for us. We will then dispose your information by writing over this data to make sure there is no trace of it left. If any data has been stored on paper, this is also destroyed.

**Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [admin@brainwireltd.com](mailto:admin@brainwireltd.com) you wish to make a request.