

# Privacy Policy

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## Introduction

Liaison Financial Services Limited, trading as Liaison Group (“we”, “us”, or “our”), respects your privacy and is committed to protecting your personal data. This privacy notice is issued in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA 2018), which govern use of personal data. This notice explains how we collect, use, and protect your information when you interact with our service.

## Who We Are

We provide a digital platform that facilitates the introduction of qualified clinicians to NHS Provider Organisations for temporary assignments. We are the data controller of the personal data collected and processed via this website and associated systems.

## What Information We Collect

We may collect and process the following categories of personal data:

- Identity and contact details (e.g., name, address, email, phone)
- Employment history, qualifications, and professional registration details
- Health information and vaccination records
- Criminal records (e.g., DBS check results)
- Right to Work documentation
- Referee contact details
- Information about your professional performance, conduct, or suitability for roles, as provided by referees you nominate
- Training completion data
- Bank account details
- Tax identification and payroll-related information
- Device and technical data (when interacting with our website(s))

## How We Use Your Data

We use your personal data to:

- Register your interest in joining our platform
- Assess your suitability for temporary assignments
- Invite you to begin onboarding and vetting
- Facilitate identity, right to work, and criminal background checks, including sharing DBS results with NHS Provider Organisations via our platform where required
- Obtain references from your nominated referees
- Facilitate any training you may need to meet client requirements
- Introduce you to NHS Provider Organisations seeking clinicians
- Collect and store payroll-related information (such as bank details and tax codes) in preparation for processing pay on behalf of NHS Provider Organisations

## Lawful Basis for Processing

Depending on the processing activity, we rely on the following lawful bases:

- Consent (GDPR Article 6(1)(a)) — for processing special category and criminal record data
- Legitimate interests (GDPR Article 6(1)(f)) — for assessing suitability, conducting basic screening and collecting payroll-related data to facilitate processing on behalf of NHS Provider Organisations before an employment contract is finalised
- Legal obligations (Article 6(1)(c) UK GDPR) — where we are legally required to retain or report certain personal data (e.g. in response to statutory requests or legal claims)

Where we process special category data or criminal offence data, we rely on the following additional conditions:

- Special category data: Explicit consent under GDPR Article 9(2)(a)
- Criminal offence data: we rely on DPA 2018 Schedule 1, Paragraph 29 in support of the consent lawful basis

## Who We Share Your Data With

We may share your data with:

- Our vetting and screening providers (including identity verification partners)
- Referees and reference collection systems
- Training providers (only where required)
- NHS Provider Organisations, for the purposes of introduction, vetting, engagement management, and employment administration, including access to health information, payroll-related data, and DBS results where required

We use trusted third-party sub-processors to help deliver our services. These partners are bound by contracts ensuring data security and lawful processing.

Details of sub-processors can be provided upon request.

Once you are onboarded and begin working via our TempRE platform, the relevant NHS Provider Organisation will become the data controller for information related to your engagement, including timesheets, work records, and payroll. Liaison will process this data on their behalf as a data processor.

For these processing activities, you should refer to the NHS Provider Organisation's privacy notice.

## International Transfers

Where personal data is transferred outside the UK, we ensure adequacy measures (such as SCCs) are in place to protect your information.

## Data Retention

We retain personal data only for as long as necessary to fulfil the purposes described above, including to comply with legal, regulatory and client audit requirements.

## Your Rights Under UK GDPR

You have the right to:

- Access your data
- Correct inaccuracies
- Withdraw consent
- Erase data (where applicable)
- Restrict or object to processing
- Lodge a complaint with the ICO ([www.ico.org.uk](http://www.ico.org.uk))

## Contact Us

For any data protection questions or to exercise your rights, please contact:

Data Protection Officer

Email: [infogov@liaisongroup.com](mailto:infogov@liaisongroup.com)

Address: Liaison Group, Market House, 61 High Street, Tring, HP23 4AB

## Updates to This Notice

This notice may be updated from time to time. Significant changes will be clearly communicated.