



## **Privacy Notice – RMS HUB**

This privacy notice tells you about the information we collect from you when you use the RMS Hub website. In collecting this information, we are acting as a data controller and, by law, we are required to provide you with information about us, about why and how we use your data, and about the rights you have over your data.

### **Who are we?**

We are Radiology Management Solutions Limited. Our address is Regency Court, 62-66 Deansgate, Manchester, M3 2EN. You can contact us by post at the above address, by email at [hr@rms-scanning.co.uk](mailto:hr@rms-scanning.co.uk) or by telephone on +44 (0)161 410 0169.

We are not required to have a data protection officer, so any enquiries about our use of your personal data should be addressed to the contact details above.

### **What personal data do we collect?**

When you apply to take shifts with RMS, we gather Name, Address and Contact details. We will ask you for a photograph to be used for the purposes of identity badges. 2 Recent bills with address details will be required.

### **Why do we collect this information?**

We will use your information to verify your identity and for contact purposes related to RMS shifts.

### **What do we do with your information?**

Your information is stored in our database and is not shared with any third parties. It is not sent outside of the EU. We will not use the information to make any automated decisions that might affect you.

### **How long do we keep your information for?**

Your information is kept for as long as you continue to contract to RMS.

### **Your rights over your information**

By law, you can ask us what information we hold about you, and you can ask us to correct it if it is inaccurate.

You can also ask for it to be erased and you can ask for us to give you a copy of the information.

You can also ask us to stop using your information – the simplest way to do this is to withdraw your consent, which you can do at any time, either by emailing, writing or telephoning us using the contact details above.

### **Your right to complain**

If you have a complaint about our use of your information, you can contact the Information Commissioner's Office via their website at [www.ico.org/concerns](http://www.ico.org/concerns) or write to them at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Our ICO registration number ICO:00015183290