



Making Achievements Matter

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Privacy Notice

What type of information we have

We currently collect and process the following information:

Employees

- Personal details such as name, address, phone numbers, next of kin;
- Information gathered via the recruitment process;
- Details relating to pay administration;
- Medical or health information;
- Information relating to your employment with us.
- Your Photograph

Members

- Personal details such as name, address, phone numbers, next of kin;
- Your photograph;
- Information of any disability you have or other medical information including medication;
- Care plans and information from other healthcare professionals;
- Billing and invoicing information;
- Information relating to your daily activities here at the Centre.

How we get the information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- To be able to contact you or your emergency contacts;
- Via the recruitment process;
- Via the membership process;
- From medical and healthcare professionals to be able to provide care.

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

- Your consent;
- Contractual and legal obligations;
- Vital or legitimate interests;
- We need it to provide your care.

How we store your information

We hold paper files which are kept in a locked filing cabinet in a locked office. Any electronic data is password protected and an off-site backup is maintained through Microsoft iCloud. We comply with statutory requirements for information archiving and disposal of information.

We utilise software packages Care Docs, Bright HR and Bright Safe as tools in the processing and storage of electronic data. Those companies have their own privacy and encryption systems for data security and data loss prevention as indicated on their websites.

All users of Care Docs, Bright HR and Bright Safe are responsible for keeping their username and passwords, used for accessing those systems, confidential.

Your data protection rights

Under data protection law, you have rights including your right of access, your right to rectify any inaccuracies, the right to have data deleted in certain circumstances, the right to restrict processing of the data, the right to transfer the data we hold to another party.