

DATA PRIVACY NOTICE

Southover Community Care Limited

1. Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the General Data Protection Regulation (the "GDPR").

2. Who are we?

The Registered Manager of Southover Community Care Ltd is the data controller (contact details below). This means it decides how your personal data is processed and for what purposes.

3. How do we process your personal data?

Southover Community Care Ltd complies with its obligations under the "GDPR" by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for the following purposes: -

- To enable us to provide a care service for the benefit of the public in a particular geographical area as specified in our business plan;
- To administer client records;
- To promote the interests of the business;
- To manage our employees;
- To maintain our own accounts and records;
- To inform you of news, and services run by Southover Community Care Ltd;
- To share your contact details with the staff.

4. What is the legal basis for processing your personal data?

- Explicit consent of the data subject so that we can keep records of our Care for you to keep you safe and well.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement;
- Processing is carried out by a not-for-profit body with a political, philosophical, religious or trade union aim provided: -
 - the processing relates only to clients (or those who have regular contact with it in connection with those purposes); and
 - there is no disclosure to a third party without consent.

5. Sharing your personal data

Your personal data will be treated as strictly confidential and will only be shared with other staff of Southover Community Care and are obligations under are regulatory body the Care Quality Commission and Health and Safety regulator in order to carry out our service. We will only share your data with third parties with your consent.

6. How long do we keep your personal data¹?

We keep data in accordance with the guidance set out in our policy and to satisfy the requirements of the Care Quality Commission.

Specifically, we retain data while it is still current; and associated paperwork for up to 6 years after the calendar year to which they relate.

7. Your rights and your personal data

Unless subject to an exemption under the GDPR, you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which Southover Community Care Ltd holds about you;
- The right to request that the Southover Community Care corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for Southover Community Care to retain such data;
- The right to withdraw your consent to the processing at any time
- The right to request that the data controller provide the data subject with his/her personal data and where possible, to transmit that data directly to another data controller, (known as the right to data portability).
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

9. Contact Details

To exercise all relevant rights, queries of complaints please in the first instance contact Janette Watkins, Registered Manager at **Southover Community Care Limited**, 1 Cockshut Road, Lewes, East Sussex. BN7 1JH.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

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