

## TEAM PRIVACY NOTICE

This document outlines how we use your data.

The General Data Protection Regulation (GDPR) is a EU-wide legislation which will determine how people's personal data is processed and kept safe, and the legal rights individuals have in relation to their own data. The regulation will apply from **25 May 2018**.

### **How we use your personal information:**

The information we collect is used for performing our day to day tasks for your employment, under the contract agreed.

Our records may be electronic, on paper or a mixture of both, and we use a combination of working practices and technology to ensure that your information is kept confidential and secure.

Records held may include the following information:

- Personal information (such as name, address, national insurance number)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contract information (such as start dates, hours worked and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications & References
- DBS information

Records will be securely shredded/deleted six years after the contract is ceased. Records of applicants that do not proceed to an employment contract will be securely shredded/deleted six months after contact with us.

### **Records are kept confidential**

We will not disclose your information to any third party unless there are exceptional circumstances, or where the law requires information to be passed on.

The following are examples of this and information would only be shared when required:

- Care Quality Commission (CQC) – our regulatory body.
- Social Service – if there are safeguarding concerns
- Police – in the event of a crime

## **Principles for handling your data:**

- We are fair and transparent in how we ask to collect it
- We only collect it if there's a legitimate business purpose
- We limit what we collect only to what we need
- We make sure it's accurate and up-to-date and correct/remove promptly if it isn't
- We keep it no longer than necessary
- We make sure it's kept secure at all times – particularly important when transferring or disposing of data

## **Access to your information**

You have the right to request a copy of all the information we hold about you. If you would like a copy of some or all your personal information, please email or write to us at the following address. We may make a small charge for this service.

Amandacare  
17 Crook Log  
Bexleyheath  
DA6 8DZ or email: [peter.cole@amandacare.co.uk](mailto:peter.cole@amandacare.co.uk)

## **How to contact us**

Please contact us if you have any questions about our privacy policy or information we hold about you at the above address.

## **Complaints**

If you are unhappy with the way we have handled your request, you may ask for an internal review using our complaints procedure. A copy of our complaints procedure is available on request.

You also have the right to complain to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) or 0303 123 1113.