



## General Data Protection Regulation (GPDR) Statement

**Comfort Care Group Ltd is a responsible and lawful company. Therefore, it is adhering to the new General Data Protection Regulation (GDPR) that comes into force on 25<sup>th</sup> May 2018**

### **GPDR is all of our responsibility!**

Dear Clients, Employees, Families of Clients, External Professionals, (i.e. social workers), Stakeholders, Suppliers and Entertainers,

Changes are coming to the Data Protection Act and these will affect the way that we work and how we do things with data. It is very important that we all work together to follow guidance, advice and the law.

This statement outlines the overall changes but more specific information can be found in the company's fair processing notices and in new contracts and data-sharing agreements, where applicable.

### **What are the changes?**

The General Data Protection Regulation (GPDR) will be introduced into United Kingdom law on 25<sup>th</sup> May 2018, and when this happens the Data Protection Act 1988 will be replaced by the Data Protection Act 2018.

This will bring about the biggest changes to the way that data is handled and managed since the Data Protection Act 1988 was introduced.

Whilst the ICO (Information Commissioner's Office) website <https://ico.org.uk/> provides very detailed guidance on the key points and actions, a summary is as follows:

### **Fair Processing Notices (privacy notices)**

These will be provided by CCG and will be bespoke for groups of people, i.e. employees, clients and suppliers.

Being transparent by providing a privacy notice is an important part of fair processing; this is about being open to what we do with any personal data that we collect. We will consider the following questions in producing our fair processing notices:

- What information is being collected?
- Why does it need to be collected?
- Who will see it?

- How will we use it?
- How is it collected?
- Who is collecting it?
- Is it likely to cause people to object?
- How long will we keep it for?
- What will the impact on individuals be?

### **Consent, Legal Obligation and Contract**

CCG has a lawful or contractual basis for processing personal data. If consent is required, because processing does not fall into one of the aforementioned categories, then this will be transparent and informed. The NHS have produced guidelines explaining their lawful grounds for sharing data where necessary <https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/information-governance-alliance-iga/information-governance-resources/information-sharing-resources>

### **Subject Access Requests**

Data subjects have always been able to request access to what personal data is held. Under the GDPR the timescale to respond has been reduced from 40 to 30 days.

### **Data Breaches**

We have the right procedures in place to detect, report and investigate a personal data breach. Data subjects also have the right to report breaches themselves to <https://ico.org.uk/for-organisations/report-a-breach/>

**Other Rights of Data Subject** (as long as no legal reason overrides these rights):

- Right to Erasure
- Right of Rectification
- Right to data portability
- Right to object
- Right to restriction of processing
- Right to not be subject to automated individual decision-making, including profiling

Comfort Care Group Ltd will be operating **Privacy by Design and by Default** wherever possible, operating the strictest controls.

**Data Protection Impact Assessments** (DPIAs) will be undertaken, when and where necessary, to identify potential areas of non-compliance and minimise the risk.

Please do not hesitate to contact us if you have any questions relating to GDPR and/or the way that data is processed at Comfort Care Group Ltd. GDPR statement prepared by Sarah Hamshaw, Compliance Officer, 9<sup>th</sup> May 2018