

GENERAL DATA PROTECTION REGULATIONS PRIVACY POLICY

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1. Introduction

Fairfield Residential Home gathers and processes information from residents. This document outlines our privacy policy in accordance with General Data Protection Regulations (GDPR). Here at Fairfield we take your privacy very seriously and aim to be completely transparent regarding our data processing activities.

We collect certain personal information about you such as:

Residents	Employees
<ul style="list-style-type: none"> • Your most recent address • Date of Birth • NHS number • National Insurance Number • Next of kin contact details (all children) • Active illnesses or conditions • Medical History • Results of any medical tests you may have while you are here • Your medications you are currently taking • Any allergies you may have • Height and weight • Languages you speak • Any life history that you wish for us to have • Declaration of income • Daily care notes that are created here at Fairfield • Care plan created here at Fairfield 	<ul style="list-style-type: none"> • Name, contact details including address • N.o.k details • Doctor details • Bank details • Wage history • Reference details from previous employment • Attachment of earning • Student laon information • Training/certificates/qualifications • Employment contract • Sickness and holiday records • Pension data

2. Why we keep this information:

2.1 Residents;

The purpose for us to keep this information is so that we can care for your specific needs in the safest and most person-centred way. The information helps us to keep track of your health and wellbeing, continue your care at Fairfield and contact your next of kin with any concerns, updates or medical emergencies. Our 'lawful basis' for keeping this information is your vital interests; so that we can provide an efficient standard of care.

2.2 Staff;

The purpose for us to keep your information is so that we can conform with employment legislation and to safely and securely process data required to maintain our duties as an employer. Your medical information is kept in case of a medical emergency. Training and qualification data is kept to assess your competency as an employee and to identify further training needs. This ensures that we are complying to proper standards of care.

3. Who we might share your information with:

Your information will not be shared with third parties without your verbal *and* written consent. There are however some exceptional circumstances when we would need to share certain information without your consent such as when your health and safety or the health and safety of other is at risk or when it is required by law for us to pass certain information on.

3.1. Residents;

We share your health and care information with key health professionals such as nurses, GP's, social care professionals or any other health/social professionals that you see privately. We also ask them to share your personal information with us, again so that we can keep track of your health and wellbeing.

We are also required under the 'Care Standards Act of 2000 and the Health & Social Care act 2014' to keep personal information and share it with our representatives of the 'Care Quality Commission' who assess our care standards.

If you receive Local Authority funding, we are required to share your personal information with them to enable efficient assessment of your needs and ensure that our plan of care is appropriately meeting those needs.

There are some occasions when we must lawfully pass on information to third parties. Examples of this include the following:

- When a formal court order has been issued
- When a death occurs
- Where an infection disease or outbreak is reportable to the Thames Valley Protection unit

3.2. Staff;

Personal identification details and wage details are shared with HM Revenue and Customs. This is a legal requirement. All of your information can be shared with auditors and the 'Care Quality Commission'. This is to ensure we are complying by employment laws and carrying out best practice. We also share your information with the 'Disclosure Barring Service', a legal requirement in the care sector to carry out efficient background checks of criminal records. This is to ensure the safety of vulnerable adults in the care of Fairfield.

Our guiding principle will always be that we hold and use your records in strict confidence.

4. How do we keep your personal information confidential and secure?

Everyone working within our organisation has a legal duty to keep information about you strictly confidential and secure.

All manual and electronic records are stored in secure environments to which access is controlled and ensures no unauthorised access. This is in accordance with:

- The Data Protection Act 1998
- The Human Rights Act 1998
- The Freedom of Information Act 2000
- The Computer Misuse Act 1990

Electronic data is transferred either by internal secure networks or by encrypted file transfer methods.

Anyone who receives information from us is also under a legal duty to keep it confidential and secure.

5. Your rights regarding the personal information we hold are the following:

5.1. **Right to be informed** – You have the right to be informed when we intend on collecting and processing your personal information.

5.2. **Right of access** – You have the right to request access to your data. You may be provided with an electronic copy.

5.3. **Right to rectification** – You have the right to have incorrect data corrected. This is not an absolute right and only applies in certain circumstances.

5.4. **Right to erasure** – You have the right to request for your personal data to be erased. The request can be made verbally or in writing. This is not an absolute right and only applies in certain circumstances.

5.5. **Right to restrict processing** – You have the right to restrict processing of your data – this means that your data would then still be stored but not processing. This is not an absolute right and only applies under certain circumstances.

5.6. **Right to data portability** – You have the right to obtain and re-use your personal information that you have provided Fairfield with. You can request an electronic copy of this. The request can be made verbally or in writing.

5.7. **Right to object** – You have the right to object to your data being processed. This is applicable under certain circumstances. You have an absolute right to request we stop the processing of your information for marketing purposes.

5.8. You can request to exercise any of the above rights verbally or in writing. Fairfield must respond to your request within 30 days. This period may be extended in cases where the request is complex or excessive. There are some circumstances in which your request may be refused. In this case, we would provide you with our written explanation of why it has been refused. This would be in accordance with guidelines set out by the General Data Protection Regulations.

6. Data Breaches

Despite Fairfield's aim to be as safe and secure as possible in regard to data processing, there is an unlikely possibility of a data breach. A data breach means the breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data. In the case of a data breach, in extreme conditions where your rights or freedoms are placed at risk, Fairfield is bound by the GDPR to inform both yourself and the Information Commissioners Office and without undue delay within 72 hours.