

Introduction

This is the Blessings Care Group Privacy Notice.

As part of the services we offer, we are required to process personal data about our staff, our service users and, in some instances, the friends or relatives of our service users and staff.

“Processing” can mean collecting, recording, organising, storing, sharing or destroying data.

We are committed to transparency about why we need your personal data and what we do with it. This information is set out in this privacy notice. It also explains your rights when it comes to your data.

If you have any concerns or questions, please get in touch with us:

tel: 08007491892

email: info@blessingscarehome.co.uk

Service Users

What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about you.

We may process the following types of data:

- Your basic details and contact information, e.g., your name, address, date of birth and next of kin.
- Your financial details, e.g., how you pay us for your care or your funding arrangements.

We also record the following data, which is classified as “special category”:

- Health and social care data about you might include your physical and mental health data.
- We may also record data about your race, ethnic origin, sexual orientation or religion.

Why do we have this data?

We need this data so that we can provide high-quality care and support. By law, we need to have a lawful basis for processing your data.

We process your data because we are legally obligated to do so – generally under the Health and Social Care Act 2012 or Mental Capacity Act 2005.

We process your special category data because

- It is necessary due to social security and social protection law (generally, this would be in safeguarding instances).
- We must provide and manage social care services.
- We are required to provide data to our regulator, the Care Quality Commission (CQC), as part of our public interest obligations.

We may also process your data with your consent. If we need your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also explain clearly to you what we need the data for and how you can withdraw your consent at any time.

Where do we process your data?

So that we can provide you with high-quality care and support, we need specific data. This is collected from or shared with:

1. You or your legal representative(s);
2. Third parties.

We do this face to face, via phone, email, website, post, and application forms.

Third parties are organisations we might lawfully share your data with. These include:

- Other parts of the health and care system, such as local hospitals, the GP, the pharmacy, social workers, clinical commissioning groups, and other health and care professionals;
- The Local Authority.
- Your family or friends – with your permission.
- Organisations we have a legal obligation to share information with, i.e. for safeguarding, the CQC;
- The police or other law enforcement agencies if we must by law or court order.

Staff

What data do we have?

So that we can provide a safe and professional service, we need to keep certain records about you. We may record the following types of data:

- Your basic details and contact information, e.g. your name, address, date of birth, National Insurance number and next of kin;
- Your financial information, e.g. detail so that we can pay you, insurance, pension and tax details;
- Your training records.

We also record the following data, which is classified as “special category”:

- Health and social care data about you, which might include both your physical and mental health data – we will only collect this if it is necessary for us to know as your employer, e.g. fit notes or for you to claim statutory maternity/paternity pay;
- We may also, with your permission, record data about your race, ethnic origin, sexual orientation or religion. **Delete if you do not record this information.**

As part of your application, depending on your job role, you may be required to undergo a Disclosure and Barring Service (DBS) check (Criminal Record Check). We do not keep this data once we've seen it.

Why do we have this data?

We require this data so that we can contact you, pay you and make sure you receive the training and support you need to perform your job. By law, we need to have a lawful basis for processing your data.

We process your data because

- We have a legal obligation under UK employment law;
- We have a legitimate interest in processing your data – for example, we provide data about your training to Skills for Care's Adult Workforce Data Set; this allows Skills for Care to produce reports about workforce planning.
- We are required to provide data to our regulator, the Care Quality Commission (CQC), as part of our public interest obligations.

We process your special category data because

- It is necessary for us to process requests for sick pay or maternity pay.

If we request your criminal records data, we have a legal obligation to do this due to the type of work you do. This is set out in the Data Protection Act 2018 and the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. We do not keep a record of your criminal records information (if any). We do record that we have checked this.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also clearly explain what we need the data for and how you can withdraw your consent.

Where do we process your data?

As your employer, we need specific data. This is collected from or shared with:

1. You or your legal representative(s);
2. Third parties.

We do this face to face, via phone, email, website, post, application forms, and apps.

Third parties are organisations we have a legal reason to share your data with. These include:

- Her Majesty's Revenue and Customs (HMRC);
- Our pension and healthcare schemes
- Organisations we have a legal obligation to share information with, i.e. for safeguarding, the CQC;
- The police or other law enforcement agencies if we must by law or court order.
- The DBS Service

Friends/Relatives

What data do we have?

As part of our work providing high-quality care and support, it might be necessary that we hold the following information on you:

- Your basic details and contact information, e.g. your name and address.

Why do we have this data?

By law, we need a lawful basis for processing your data.

We process your data because we have a legitimate business interest in holding next of kin and lasting power of attorney information about the individuals who use our service and keeping emergency contact details for our staff.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. We will also clearly explain what we need the data for and how you can withdraw your consent.

Where do we process your data?

So that we can provide high-quality care and support, we need specific data. This is collected from or shared with:

1. You or your legal representative(s);

We do this face to face, via phone, email, website, post, application forms, and apps.

Third parties are organisations we have a legal reason to share your data with. These may include:

- Other parts of the health and care system, such as local hospitals, the GP, the pharmacy, social workers, and other health and care professionals;
- The Local Authority.
- The police or other law enforcement agencies if we must by law or court order.

Our Website

To provide you with the best experience while using our website, we process some data about you.

Your rights

The data we keep about you is your data, and we ensure that we keep it confidential and used appropriately. You have the following rights when it comes to your data:

1. You have the right to request a copy of all the data we keep about you. Generally, we will not charge for this service.
2. You have the right to ask us to correct any data we have that you believe to be inaccurate or incomplete. You can also request that we restrict all data processing while we consider your rectification request.
3. You have the right to ask that we erase any of your data which is no longer necessary for the purpose we originally collected it for. We retain our data in line with the Information Governance Alliance's guidelines (<https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information->

[governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016\)](#)

4. You may also request that we restrict the processing if we no longer require your data for the purpose we originally collected it but you do not wish for it to be erased.
5. You can ask for your data to be erased if we have requested your consent to process your data. You can withdraw consent anytime – please get in touch with us to do so.
6. If we are processing your data as part of our legitimate interests as an organisation or to complete a task in the public interest, you have the right to object to that processing. We will restrict all processing of this data while we investigate your objection.

You may need to provide adequate information for our staff to identify you, for example, a passport or driver's licence. This is to make sure that data is not shared with the wrong person inappropriately. Therefore, we will always respond to your request as soon as possible and, at the latest, within one month.

If you would like to complain about how we have dealt with your request, please contact:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

<https://ico.org.uk/global/contact-us/>