

Hampshire Domiciliary Care Providers

Privacy Notice

Hampshire Domiciliary Care Providers (**HDCP**) is the representative body of Home Care Providers in Hampshire. It is a Limited Company by guarantee.

In order to provide our services we need to use and keep personal data about our members. We are required to provide you with information about how we will use your data, the safeguards to ensure your data will not be used or shared inappropriately and your rights in respect of your personal data.

Context

Any organisation that holds personal data and decides how it should be used is a Data Controller. An organisation that holds personal data but processes it only in accordance with documented instructions from a data controller is a data processor. In almost all cases, HDCP will be a Data Controller because we have to decide how to use the data you provide to us. We may also be a data processor in certain situations.

Data Controller

HDCP is the data controller. HDCP's nominated representative is Sarah Adams.

Legal basis for processing

The collection, use, sharing, storage and use of personal data are all termed "processing". There must be a legal basis for any processing, which we are required to explain to you.

Processing purpose	Legal basis
Establish you as a member of HDCP and provide access to: <ul style="list-style-type: none">- Access to members' information and much more.- Support on matters affecting your organisation.- Advertising space on our website.- Places at our information days and seminars- Invitations to workshops and other care events in the area	The data is necessary to perform the contract with you It is within our legitimate interests of furthering our objectives
We may use your name, address, email address and telephone numbers for marketing purposes	We will only use your name, address, email address and telephone numbers for marketing purposes if we have your consent to do so

Recipients of your personal data

We may need to provide personal data to other people in order to manage your membership with us. The recipients of such data may include:

- Company name
- Contact details

We will not transfer your Personal Data to a country outside the European Economic Area.

How long will your data be kept?

We will keep your data :

- Until your subscription ends; and
- for a further period of 7 years

Consent

If we ask for your consent to use your personal data for marketing purposes, you have the right to withdraw your consent at any time. The form of consent and any subsequent marketing

communications will tell you how to withdraw your consent. In addition you can withdraw consent by email to info@hdcp.co.uk.

Other rights in relation to your personal data

Under certain circumstances, you have the right to:

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are processing it lawfully.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on our legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to withdraw a consent, review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact us at info@hdcp.co.uk.

If you are dissatisfied with the way in which we have dealt with your personal data, you have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

Telephone number: 0303 123 1113

Website address: <https://ico.org.uk>