



## **General Data Protection Regulation Policy**

**Densholme Care Farm** is committed to protecting personal information. This Privacy Notice relates to our use of any personal information we collect from you, and how it may be collected, stored, distributed and destroyed. We are required to do this under the General Data Protection Regulation (GDPR), which replaces the Data Protection Act 1998.

### **1. The information we collect**

We collect personal data from you, such as:

- title, first name, surname, date of birth, national insurance number, home/main address, home/mobile telephone number, emergency contact and their contact number, email address, DBS information and numbers;
- medical history, allergies, next of kin, doctors' details, previous employment/volunteering details and experience, qualifications/training, referees, parent/carer details (if applicable).

We also may receive information from other professional involved in your care (if applicable), such as Support Plans, Panel papers and Reviews/Reports.

### **2. How we use this information and Who we may share it with:**

We may share your information with the following organisations (if necessary):

- Local Authority/NHS/other professionals involved in care packages; eg Social Workers, Care Co-ordinators, Speech & Language Therapists, Occupational Therapists (ie in preparing Reviews/Progress Reports);
- Transport providers;
- East Riding Voluntary Action Services and the Inland Revenue (for payroll and Disclosure & Barring Service);
- Companies House - for annual monitoring returns.
- Reference requests and Work Experience/Placement reviews;
- East Riding Safeguarding Adults/Childrens Teams (for referrals/investigations if applicable);
- Densholme Care Farm Staff/Directors (on a need-to-know basis);
- Social Farms & Gardens - annual monitoring, no personal information provided;
- Any other information required by contract or law under employment obligations;
- Media requests (local and national) and promotional material (ie Newsletters) – only first names will be used.

We will not share your information with third parties (other than those listed above) without your consent. If a request arises to do this, we will contact you beforehand for your specific permission.

### **3. Security**

We will put in place reasonable security measures to protect against any unauthorised access or damage to, or disclosure or loss of, your information.

Any paper documents which contain personal data will be cross-shredded and then burnt. Documents will be stored on the farm's laptop and/or tablet (and password-protected if applicable) and/or in a locked filing cabinet. Any documentation which contains personal data and to be sent via email will be password protected. Documents are stored and will subsequently be deleted in accordance with legal requirements. Confidentiality is important to us and our expectations are discussed with clients/staff/volunteers/work experience at induction. Retention of documents (both paper and electronic) are governed by legal requirements.

### **4. Your rights**

Please let us know if your (or your cared for person's) information changes as it is important that the information we hold about you is accurate and up-to-date.

You can ask us at any time to be removed from our files and systems (Right to be Forgotten Request). To do this, please contact our Data Protection Officer (details below)

You have a right to request a copy of all the personal information we hold about you in a Subject Access Request. To do this, please contact our Data Protection Officer (details below). We will take reasonable steps to confirm your identity before providing you with details of any personal information we may hold about you.

### **5. Changes to this Privacy Notice**

We may amend this Privacy Notice from time to time, for example to keep it up-to-date or to comply with legal requirements. If there are to be any significant changes made to the use of your personal data, we will contact you for your specific permission.

### **6. How to contact us:**

If you have any questions or concerns relating to this Privacy Notice or our Data Protection practices, or to make a Subject Access Request or Right to be Forgotten Request, please contact our Data Protection Officer via any of the avenues below:

Data Protection Officer: Rachael Fell-Chambers

By Email: [admin@denholmefarm-action.co.uk](mailto:admin@denholmefarm-action.co.uk)

By phone: 01964 535315

By Post: Denholme Care Farm, Hull Road, Great Hatfield, East Yorkshire, HU11 4UX

*This policy will be reviewed annually, or as and when there are any changes in the law, procedures or processes within the organisation.*