

## GDPR Privacy Notice

All Seasons Home Care takes its obligations concerning data protection seriously. We are providing this notice, so you have information about how we collect and process your personal data. We ask you to please read this Privacy Notice as it has important information you need to know.

### What Does Our Company Do?

All Seasons Home Care provide a health care in the home service in Cumbria. The main office and data functions are carried out at our head office at Portland Square, Carlisle, Cumbria, CA1 1PE.

### What Information Do We Collect & Process?

In order for us to help with your employment needs we may collect from you, necessary personal data. "Personal Data" is information about you which, either on its own or when connected with other data, allows us to identify you as an individual customer to provide you with our services. The personal data we hold may include the following:

- Your full name and contact information (address, town, postcode, email and phone number)
- Your bank account details
- Your Date of birth, NI number, Tax code (for Payroll purposes)
- Your calls and correspondence with us
- Your training history
- Your employment and disciplinary history
- Your medical/absence history
- Your driving licence details
- Next of kin details
- Any communication with you for employment purposes

Personal data will be collected from you directly. However, some personal data may, where lawful to do so, or with your consent, be collected by us from third parties. Please note that you are under no obligation to provide us with your personal data, but not providing certain data could prevent us from serving you.

### Why Do We Need Your Personal Data?

All Seasons Home Care processes personal data about you for a number of purposes, including:

- To prepare documentation for you in order to provide employment contracts and policies
- To setup payroll records and process regular payruns
- For internal record keeping (to be able to respond to questions about your employment)
- To make an appointment with you
- To process training needs and courses
- To contact DVLA regarding driving history
- To insure vehicles

This list is not exhaustive and may be updated from time to time. We do not 'trade' in your personal data and will not sell or rent your details.

## **Who will your personal data be shared with?**

All Seasons Home Care may share information with our:

Payroll service company  
Accountant  
Training Companies  
Insurance Company  
DBS security checks  
Care Accreditation Company

as required for external services and materials, however this will only be for the contract we are carrying out at that time.

The information will be shared under “contract” lawful bases for processing.

We may disclose specific information upon lawful request by government authorities, law enforcement and regulatory authorities where required or permitted by law.

In the event that we sell our business, we may share your details with the buyer to enable them to fulfil the service we have agreed with you.

Your personal information will not be transferred to, stored or otherwise processed outside the UK.

## **Do We Get Involved In Direct Marketing?**

All Seasons Home Care does not get involved in direct marketing at present.

## **What rights do you have to amend personal data?**

You have the right to review the personal data held by us and have inaccurate information about you corrected. To understand more about our data processing activities or to request access to your personal information please contact our office or email [ninaglarvey@allseasons-homecare.co.uk](mailto:ninaglarvey@allseasons-homecare.co.uk)

## **How Long Do We Keep Your Personal Data?**

All Seasons Home Care may keep your details on record for as long as it is necessary to meet record keeping requirements. We hold payroll and employment details for seven years. Employee information is kept for 6 years after employment ends. They are then deleted in accordance with data protection and other applicable legislation.

## **Changes To This Privacy Notice**

All Seasons Home Care may change this Privacy Notice from time to time in order to reflect changes in the law.

