

# Privacy Policy



Curtis Homes Limited is committed to ensuring that your privacy is protected. We believe that our residents, their families and our staffs', privacy is important, and we are committed to protecting their information, known as data. Our ICO Registration Number is: Z6915455.

In order to ensure our compliance with the new General Data Protection Regulations, (GDPR), we have reviewed our processes, procedures and policies to ensure the data we collect is processed lawfully, fairly and transparently.

We do not pass data, e-mail addresses, postal addresses, telephone contact numbers to any other third party or organisation without your permission.

We do not send random marketing emails to personal email addresses. We do not use automated decision making in relation to individual's data.

Our website uses traffic log cookies to help us anonymously analyse web traffic.

You may request access to the details of data we hold about you. If you believe the data we are holding is incorrect or incomplete, you have the right to have the data rectified or deleted. You may object to the processing of your data. You have the right to restrict the processing of your data. A small fee will be payable. Please write to Rosalind Elliott, who has responsibility as the Data Protection Officer, at Hampton House.

## Our residents and families

The personal data we collect about our residents and their families is carried out prior and during the residents residency for specified legitimate purposes, in accordance with Health & Social Care Act 2008.

We continually update the data we hold on our residents to ensure it is accurate, adequate and relevant.

It is necessary for us to share some of this data from time to time, with other health care professionals, in order to protect our residents from harm and provide them with relevant care services.

The personal data is processed and kept securely during the residents' occupancy and retained for historic purposes for 5 years after their residency has ceased.

## Our staff

The personal data we collect about our staff is carried out prior and during the staffs' employment for specified legitimate purposes, in accordance with the Health & Social Care Act 2008.

We continually update the data we hold on our staff to ensure it is accurate, adequate and relevant.

It is necessary for us to share some of this data with other government bodies, such as HMRC, the company pension provider and the payroll company.

The personal data is processed and kept securely during the staffs' employment and retained for historic purposes for 5 years after their employment has ceased.