

Website Privacy Notice

We are Connect 2 private care ltd (“Connect2privatecare”) a company registered in England & Wales with company registration number 14998813. Our registered office address is: Connect2privatecare, The Bungalow, Queendown road, Woodchurch, Birchington, CT7 0HG.

This privacy notice sets out how We collect and use personal data, in accordance with the UK’s General Data Protection Regulation (“GDPR”) and Data Protection Act 2018 (“Data Protection Legislation”).

Connect 2 private care ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this privacy statement.

Privacy Notice for Job Applicants

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, as prospective employees of our Company, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent.
- b) data is collected for specific, explicit, and legitimate purposes.
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing.
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay.
- e) data is not kept for longer than is necessary for its given purpose.
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures.
- g) we comply with the relevant GDPR procedures for international transferring of personal data.

B) TYPES OF DATA HELD

We keep several categories of personal data on our prospective employees in order to carry out effective and efficient processes. We keep this data in recruitment files relating to each vacancy and we also hold the data within our computer systems, for example, recruitment logs.

Specifically, we hold the following types of data:

- a) personal details such as name, address, phone numbers.
- b) name and contact details of your next of kin.
- c) your photograph.
- d) your gender, marital status, information of any disability you have or other medical information.
- e) right to work documentation.
- f) information on your race and religion for equality monitoring purposes.
- g) information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter.
- h) references from former employers.
- i) details on your education and employment history etc.
- j) driving licence.
- k) criminal convictions.

C) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the recruitment exercise.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Should you be successful in your job application, we will gather further information from you, for example, your bank details and next of kin details, once your employment begins.

D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only.

The information below categorises the types of data processing we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	Legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Making decisions about contractual benefits to provide to you	Our legitimate interests
Assessing training needs	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests

E) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data.

We carry out processing activities using special category data:

- a) for the purposes of equal opportunities monitoring
- b) to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing.
- b) we must process the data in order to carry out our legal obligations.
- c) we must process data for reasons of substantial public interest.
- d) you have already made the data public.

F) FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering a contract of employment with you. This could include being unable to offer you employment, or administer contractual benefits.

G) CRIMINAL CONVICTION DATA

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of making recruitment decisions in relation to both initial and subsequent employment to process this data.

H) WHO WE SHARE YOUR DATA WITH

Employees within our company who have responsibility for recruitment will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processed in line with GDPR.

Data is shared with third parties for the following reasons: to ensure that you meet regulatory requirements for the clients' businesses that you will be working within, e.g. DBS checks and reference requests.

Job seekers that are interested in our clients' permanent roles, will have anonymous profiles sent to the clients, whom holds a vacant position in which Connect2privatecare ltd have terms of business to assist to fill their position. A consent form will be sent by Connect2privatecare to the job seeker, listing the information that will be shared.

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

I) PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction, and abuse. We have implemented processes to guard against such.

J) RETENTION PERIODS

We only keep your data for as long as we need it for, which, in relation to unsuccessful candidates, is six months to a year.

If your application is not successful and we have not sought consent or you have not provided consent upon our request to keep your data for the purpose of future suitable job vacancies, we will keep your data for six months once the recruitment exercise ends.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will keep your data for nine months once the recruitment exercise ends. At the end of this

period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data and there will be no consequences of withdrawing consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

K) AUTOMATED DECISION MAKING

Automated decision-making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely based on automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

L) YOUR RIGHTS

You have the following rights in relation to the personal data we hold about you:

- a) The right to be informed about the data we hold on you and what we do with it.
- b) The right of access to the data we hold on you. We operate a separate Subject access Request policy and all such requests will be dealt with accordingly.
- c) The right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification'.
- d) The right to have data deleted in certain circumstances. This is also known as 'erasure';
- e) The right to restrict the processing of the data.
- f) The right to transfer the data we hold on you to another party. This is also known as 'portability'.
- g) The right to object to the inclusion of any information.
- h) The right to regulate any automated decision-making and profiling of personal data.

In addition to the above rights, you also have the unrestricted right to withdraw consent, that you have previously provided, to our processing of your data at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Mr James Whiting via telephone: 07812003837 or email jameswhiting@connect2privatecare.co.uk

M) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

N) DATA PROTECTION COMPLIANCE

Our appointed compliance officer in respect of our data protection activities is:

Contact: Mr James Whiting

Tel: 07812003837

Email: jameswhiting@connect2privatecare.co.uk

Address: Connect2privatecare, The Bungalow, Queensdown road, Woodchurch, Birchington, Kent, CT7 0HG.

Privacy Notice for Employees/Workers

In accordance with the General Data Protection Regulation (GDPR), we have implemented this privacy notice to inform you, our employees, of the types of data we process about you. We also include within this notice the reasons for processing your data, the lawful basis that permits us to process it, how long we keep your data for and your rights regarding your data.

This notice applies to current and former employees and workers.

A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent.
- b) data is collected for specific, explicit, and legitimate purposes.
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing.
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay.
- e) data is not kept for longer than is necessary for its given purpose.
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures.
- g) we comply with the relevant GDPR procedures for international transferring of personal data.

B) TYPES OF DATA HELD

We keep several categories of personal data on our employees in order to carry out effective and efficient processes. We keep this data in a personnel file relating to each employee and we also hold the data within our computer systems, for example, our holiday booking system.

Specifically, we hold the following types of data, as appropriate to your status:

- a) personal details such as name, address, phone numbers.
- b) name and contact details of your next of kin.
- c) your photograph.
- d) your gender, marital status, information of any disability you have or other medical information.
- e) right to work documentation.
- f) information on your race and religion for equality monitoring purposes.
- g) information gathered via the recruitment process such as that entered into a CV or included in a CV cover letter.
- h) references from former employers.
- i) details on your education and employment history etc.
- j) National Insurance numbers.
- k) bank account details.
- l) tax codes.
- m) driving licence.
- n) criminal convictions.

o) information relating to your employment with us, including:

- i) job title and job descriptions.
- ii) your salary.
- iii) your wider terms and conditions of employment.
- iv) details of formal and informal proceedings involving you such as letters of concern, disciplinary and grievance proceedings, your annual leave records, appraisal and performance information.
- v) internal and external training modules undertaken.
- vi) information on time off from work including sickness absence, family related leave etc.

- p) CCTV footage
- q) building access card records
- r) IT equipment use including telephones and internet access.

C) COLLECTING YOUR DATA

You provide several pieces of data to us directly during the recruitment period and subsequently upon the start of your employment.

In some cases, we will collect data about you from third parties, such as employment agencies, former employers when gathering references or credit reference agencies.

Personal data is kept in files or within the Company's HR and IT systems.

D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the employment contract we have with you, including ensuring you are paid correctly.

The information below categorises the types of data processing, appropriate to your status, we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
Carry out the employment contract that we have entered into with you e.g. using your name, contact details, education history, information on any disciplinary, grievance procedures involving you	Performance of the contract
Ensuring you are paid	Performance of the contract
Ensuring tax and National Insurance is paid	Legal obligation
Carrying out checks in relation to your right to work in the UK	Legal obligation
Making reasonable adjustments for disabled employees	Legal obligation
Making recruitment decisions in relation to both initial and subsequent employment e.g. promotion	Our legitimate interests
Making decisions about salary and other benefits	Our legitimate interests
Ensuring efficient administration of contractual benefits to you	Our legitimate interests
Effectively monitoring both your conduct, including timekeeping and attendance, and your	Our legitimate interests

performance and to undertake procedures where necessary	
Maintaining comprehensive up to date personnel records about you to ensure, amongst other things, effective correspondence can be achieved and appropriate contact points in the event of an emergency are maintained	Our legitimate interests
Implementing grievance procedures	Our legitimate interests
Assessing training needs	Our legitimate interests
Implementing an effective sickness absence management system including monitoring the amount of leave and subsequent actions to be taken including the making of reasonable adjustments	Our legitimate interests
Gaining expert medical opinion when making decisions about your fitness for work	Our legitimate interests
Managing statutory leave and pay systems such as maternity leave and pay etc	Our legitimate interests
Business planning and restructuring exercises	Our legitimate interests
Dealing with legal claims made against us	Our legitimate interests
Preventing fraud	Our legitimate interests
Ensuring our administrative and IT systems are secure and robust against unauthorised access	Our legitimate interests
Providing employment references to prospective employers, when our name has been put forward by the employee/ex-employee, to assist with their effective recruitment decisions	Legitimate interest of the prospective employer

E) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data

We carry out processing activities using special category data:

- a) for the purposes of equal opportunities monitoring
- b) in our sickness absence management procedures
- c) to determine reasonable adjustments

Most commonly, we will process special categories of data when the following applies:

- a) you have given explicit consent to the processing.
- b) we must process the data in order to carry out our legal obligations.
- c) we must process data for reasons of substantial public interest.
- d) you have already made the data public.

F) FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering a contract of employment with you. This could include being unable to offer you employment or administer contractual benefits.

G) CRIMINAL CONVICTION DATA

We will only collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will usually be collected at the recruitment stage, however, may also be collected during your employment. We use criminal conviction data to determine your suitability, or your continued suitability for the role. We rely on the lawful basis of making recruitment decisions in relation to both initial and subsequent employment to process this data.

H) WHO WE SHARE YOUR DATA WITH

Employees within our company who have responsibility for recruitment, administration of payment and contractual benefits and the carrying out performance related procedures will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processed in line with GDPR.

Data is shared with third parties for the following reasons:

- For the administration of payroll.
- Compliance support for HR matters.
- Selection of candidate for temporary placements

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

I) PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

J) RETENTION PERIODS

We only keep your data for as long as we need it for, which will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your employment has ended. Some data retention periods are set by the law. Retention periods can vary depending on why we need your data.

K) AUTOMATED DECISION MAKING

Automated decision-making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

L) EMPLOYEE RIGHTS

You have the following rights in relation to the personal data we hold on you:

- a) The right to be informed about the data we hold on you and what we do with it.
- b) The right of access to the data we hold on you. More information on this can be found in our separate policy on Subject access requests.
- c) The right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification'.
- d) The right to have data deleted in certain circumstances. This is also known as 'erasure'.
- e) The right to restrict the processing of the data.
- f) The right to transfer the data we hold on you to another party. This is also known as 'portability'.
- g) The right to object to the inclusion of any information.
- h) The right to regulate any automated decision-making and profiling of personal data.

More information can be found on each of these rights in our separate policy on employee rights under GDPR.

M) CONSENT

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

N) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

O) DATA PROTECTION COMPLIANCE

Our appointed compliance officer in respect of our data protection activities is:

Contact: Mr James Whiting

Tel: 07812003837

Email: jameswhiting@connect2privatecare.co.uk

Address: Connect2privatecare, The Bungalow, Queensdown road, Woodchurch, Birchington, Kent, CT7 0HG.

Cookies

Cookies are small text files that are placed on your computer by websites that you visit. They are widely used to make websites work, or work more efficiently, as well as to provide information to the owners of the site.

Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and allows to know how to improve our site.

We use cookies for the following reasons on our website:

Essential Cookies. Cookies that we must use and that are essential to the running of our website, in that the website will not function correctly without the use of them. These are enabled by default and cannot be turned off, unless you change the cookie settings in your own web browser.

We may utilise Google Analytics which is anonymised and in no way enables us to identify individual visitors, access any personal information however, Google Analytics will place a cookie on your device to enable the service.

You may find more information about how Google Analytics cookies work on websites visit: <https://developers.google.com/analytics/devguides/collection/analyticsjs/cookie-usage>

Links to other websites

Our website may contain links to other websites that relate or may be of an interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting any other site and our privacy statement will not apply. You should ensure that you look at the privacy statement applicable to the website in question.

Clients

Clients include our customers, clients, and others to whom Connect2privatecare provides services in the course of its business or whom Connect2privatecare reasonably considers would be interested in our services. In certain circumstances, Connect2privatecare provides services to individual employees who work for Client organisations, such as training courses to teaching staff who work for Clients in the education sector.

A) DATA PROTECTION PRINCIPLES

Under GDPR, all personal data obtained and held by us must be processed according to a set of core principles. In accordance with these principles, we will ensure that:

- a) processing is fair, lawful and transparent.

- b) data is collected for specific, explicit, and legitimate purposes.
- c) data collected is adequate, relevant and limited to what is necessary for the purposes of processing.
- d) data is kept accurate and up to date. Data which is found to be inaccurate will be rectified or erased without delay.
- e) data is not kept for longer than is necessary for its given purpose.
- f) data is processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures.
- g) we comply with the relevant GDPR procedures for international transferring of personal data.

B) TYPES OF DATA HELD

We collect very limited data about our clients. We only generally require your contact details or the details of individuals at your organisation to enable us to ensure that we can reach out to you about Connect2privatecares services, ensure our relationship runs smoothly and in certain circumstances, provide services to your employees. We may also hold information relating to your engagement with Candidate profiles, which we use to ensure that our marketing communications to you are relevant and timely. We may hold additional information that someone in your organisation has chosen to tell us. In certain circumstances, such as when you engage with our Finance and Debt Recovery teams, our calls with you may be recorded, depending on the applicable local laws and requirements. If we need any additional personal data for any reason, we will let you know:

About you or individual contacts at your organisation, including:

- a) Names
- b) Job titles
- c) Telephone numbers
- d) Email addresses

C) COLLECTING YOUR DATA

We will receive data directly from you in two ways:

- a) Where you contact us proactively, usually by phone or email; and/or
- b) Where we contact you, either by phone or email, or through our consultants' business development activities more generally.
- The types of information that we receive from you in this way include:
 - a) Key identification and contact information; and
 - b) Additional information that you choose to tell us,

Personal data we receive from other sources

- Where appropriate and in accordance with any local laws and requirements, we will seek more information about you or your colleagues from other sources generally by way of due diligence or other market intelligence:
 - a) From third party market research and by analysing online and offline media (which we will do ourselves.

- b) From reputable vendors of business-to-business data lists to the extent we are able to use such data from such sources in compliance with the GDPR.
- c) From delegate lists at relevant events; and
- d) From other limited sources and third parties, for example, from our Candidates to the extent that they provide us with your details to act as a referee for them or where they give feedback on a particular assignment.

D) LAWFUL BASIS FOR PROCESSING

The law on data protection allows us to process your data for certain reasons only. In the main, we process your data in order to comply with a legal requirement or in order to effectively manage the business agreement and terms that we have with you.

The information below categorises the types of data processing, appropriate to your status, we undertake and the lawful basis we rely on.

Activity requiring your data	Lawful basis
<p>Collecting and processing data in the course of and to the extent necessary to reach out to Clients about our services;</p> <ul style="list-style-type: none"> • Storing Client details (and updating them when necessary) on connect2privatecare’s server, so that we can contact Clients in relation to our services. • Storing Client details (and updating them when necessary) on Connect2privatecare’s database, so that we can contact Clients in relation to our services. 	<p>Legitimate interests, namely it is in our interests and your interests.</p>
<p>Collecting and processing Client data in the course of carrying out:</p> <ul style="list-style-type: none"> • customer satisfaction surveys <p>To the extent that any data is published, this will be in aggregated/anonymised form only.</p>	<p>Legitimate interests, namely it is in our interests and your interests to.</p>
<p>Processing Client data in the course of carrying out Connect2privatecare’s obligations arising from any contracts entered into between Connect2privatecare and third parties in relation to recruitment, such as potential Candidates who we identify as suitable for a role in a client organisation.</p>	<p>Legitimate interests, namely it is in our interests and your interests to fulfil our obligations under agreements with third parties such as potential Candidates, so that we can help you find suitable employees</p>
<p>Collecting and processing Client data in the course of obtaining Candidate references from Clients, and sharing this data with third parties who require these references where appropriate</p>	<p>Legitimate interests, namely it is in our interests to obtain Candidate references in the course of carrying out</p>

	our services, and to verify details they have provided
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E) SPECIAL CATEGORIES OF DATA

Special categories of data are data relating to your:

- a) health
- b) sex life
- c) sexual orientation
- d) race
- e) ethnic origin
- f) political opinion
- g) religion
- h) trade union membership
- i) genetic and biometric data.

We carry out no processing activities using client special category data.

F) FAILURE TO PROVIDE DATA

Your failure to provide us with data may mean that we are unable to fulfil our requirements for entering into our terms of business with you, meaning we cannot offer you our services.

G) WHO WE SHARE YOUR DATA WITH

Employees within our company who have responsibility for recruitment, administration of payment and contractual benefits and the carrying out performance related procedures will have access to your data which is relevant to their function. All employees with such responsibility have been trained in ensuring data is processed in line with GDPR.

Data is shared with third parties for the following reasons:

- For the administration of invoice payments.
- Compliance support for HR matters.
- Selection of candidate for temporary and permanent placements.

We may also share your data with third parties as part of a Company sale or restructure, or for other reasons to comply with a legal obligation upon us. We have a data processing agreement in place with such third parties to ensure data is not compromised. Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

We do not share your data with bodies outside of the European Economic Area.

H) PROTECTING YOUR DATA

We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

I) RETENTION PERIODS

We only keep your data for as long as we need it for, which will be at least for the duration of your employment with us though in some cases we will keep your data for a period after your

employment has ended. Some data retention periods are set by the law. Retention periods can vary depending on why we need your data.

J) AUTOMATED DECISION MAKING

Automated decision-making means making decision about you using no human involvement e.g. using computerised filtering equipment. No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

K) Client RIGHTS

You have the following rights in relation to the personal data we hold on you:

- a) The right to be informed about the data we hold on you and what we do with it.
- b) The right of access to the data we hold on you. More information on this can be found in our separate policy on Subject access requests.
- c) The right for any inaccuracies in the data we hold on you, however they come to light, to be corrected. This is also known as 'rectification'.
- d) The right to have data deleted in certain circumstances. This is also known as 'erasure'.
- e) The right to restrict the processing of the data.
- f) The right to transfer the data we hold on you to another party. This is also known as 'portability'.
- g) The right to object to the inclusion of any information.
- h) The right to regulate any automated decision-making and profiling of personal data.

L) CONSENT

Where you have provided consent to our use of your data, you also have the right to withdraw that consent at any time. This means that we will stop processing your data.

M) MAKING A COMPLAINT

If you think your data rights have been breached, you are able to raise a complaint with the Information Commissioner (ICO). You can contact the ICO at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or by telephone on 0303 123 1113 (local rate) or 01625 545 745.

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Our appointed compliance officer in respect of our data protection activities is:

Contact: Mr James Whiting

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