



NEW REFLEXIONS

Where every child matters

Next of Kin – Privacy Agreement

Data protection principles:

Under GDPR legislation there are six data protection principles that the Reflexion Care Group Limited (“the Company”) must comply with. These provide that the personal information we hold about you must be Processed lawfully, fairly and in a transparent manner; collected only for legitimate purposes; it must be adequate, relevant and limited to what is necessary in relation to those purposes; accurate and, where necessary, kept up to date; kept in a form which permits your identification for no longer than is necessary for those purposes; and processed in a way that ensures appropriate security of the data.

Why and how do we use your personal information?

We will only use your personal information for the purpose of contacting you, as next of kin, should an emergency situation arise in respect of the employee. The legal bases under which we hold this information is Consent.

Who has access to your personal information?

Your personal information may be shared internally within the Company, including with members of the HR department, and the employees line manager. We may also have to share your information with any Emergency Service attending to the Employee so that they can contact you concerning the welfare of the employee.

How does the Company protect your personal information?

The Company has put in place measures to protect the security of your personal information. It has internal policies, procedures and controls in place to try and prevent your personal information from being accidentally lost or destroyed, altered, disclosed or used or accessed in an unauthorised way. In addition, we limit access to your personal data. The Company also has in place procedures to deal with a suspected data security breach and we will notify the Information Commissioner’s Office (or any other applicable supervisory authority or regulator) and you of a suspected breach where we are legally required to do so. You can obtain further information about these measures from our HR Manager

For how long does the Company keep your personal information?

The Company will only retain your personal information for as long as you continue to provide consent or up to the date that the Employee leaves the Company. Personal information which is no longer to be retained will be securely and effectively destroyed or permanently erased from our IT systems and we will also require third parties to destroy or erase such personal information where applicable.

Your rights in connection with your personal information

It is important that the personal information we hold about you is accurate and up to date. We ask that if your details change that you advise us of these changes and from time to time we will ask the Employee to reconfirm these details with us. As a data subject, you have a number of statutory rights. You have the right to:

- request access to your personal information
- request rectification of your personal information
- request the erasure of your personal information

If you wish to exercise any of these rights, please contact the HR Manager. We may need to request specific information from you in order to verify your identity and check your right to access the personal information or to exercise any of your other rights. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

You have the right to withdraw your consent at any time. This will not, however, affect the lawfulness of processing based on your consent before its withdrawal. If you wish to withdraw your consent, please contact the HR Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your personal information for the purpose you originally agreed to.

If you believe that the Company has not complied with your data protection rights, you have the right to make a complaint to the Information Commissioner’s Office (ICO) at any time. The ICO is the UK supervisory authority for data protection issues.

Changes to this privacy notice

The Company reserves the right to update or amend this privacy notice at any time, including where the Company intends to further process your personal information for a purpose other than that for which the personal information was collected or where we intend to process new types of personal information. We will issue you with a new privacy notice when we make significant updates or amendments. We may also notify you about the processing of your personal information in other ways.

Contact

If you have any questions about this privacy notice or how we handle your personal information, please contact our Human Resources Manager, New Reflexions, Black Birches, Hadnall, Shropshire, SY4 3DH.