

Privacy Notice (GDPR)

PRIVACY NOTICE

(relates to the collection and management of your personal data at Care 24/7 Healthcare)

A: YOUR IDENTITY

YOUR FULL NAME: _____ Likes to be known as: _____

General Data Protection Regulation (GDPR)

B: HOW WE MANAGE YOUR PERSONAL DATA

DATA TO BE COLLECTED	WHY YOUR DATA IS NEEDED (Purpose of collecting your data)	MANAGEMENT	
		How your data is collected	Where your data is stored
1. Records of the Baseline Assessment of your Care Needs	To develop your holistic Care Plan which will be tailored to your needs		
2. Records of your specific Assessments - Waking / Dressing / Retiring / Undressing / Sleeping	To develop your holistic Care Plan which will be tailored to your needs		
3. Records of your specific Assessments - Standing / Sitting / Walking / Transfers / Mobility / Bathing / Showering / Toilet	To develop your holistic Care Plan which will be tailored to your needs		
4. Records of your specific Assessments - Risk Assessments (Activities / Equipment)	To develop your holistic Care Plan which will be tailored to your needs		
5. Records of your specific Assessments - Diets / Nutritional Care	To develop your holistic Care Plan which will be tailored to your needs		
6. Records of your specific Assessments - Medication	To develop your holistic Care Plan which will be tailored to your needs		
7. Records of your specific Assessments - Medical / Therapeutic Care	To develop your holistic Care Plan which will be tailored to your needs		
8. Records of your specific Assessments - Lifestyle Choices / Culture / Religion / Beliefs	To develop your holistic Care Plan which will be tailored to your needs		
9. A recent photograph of you giving the right Medication	To help in positively identifying you for specific aspects of your Care needs; e.g.		

Person **Collecting** your Data (Initials / Signature): _____ Date: _____

Person **Storing** your Data (Initials / Signature): _____ Date: _____

Service User Consent to Data Collection & Storage: (Signature): _____ Date: _____

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YOUR FULL NAME: _____ Likes to be known as: _____

General Data Protection Regulation (GDPR)

B: HOW WE MANAGE YOUR PERSONAL DATA *(continued from page 1 of 2)*

DATA TO BE COLLECTED	WHY YOUR DATA IS NEEDED (Purpose of collecting your data)	MANAGEMENT	
		How your data is collected	Where your data is stored
10. Records of the Health & Safety Risk Assessment of your home environment	To enable us to identify areas of risk in your home, and to include these for action in your Care Plan		
11. Any Financial Records relating to your account with us	To maintain our own accounts and records		
12. Confidential Records of Service Quality Questionnaires that we have asked you to complete	To help us to improve our levels of service		
13. Confidential Records of Employees - Job Application Forms / References / CVs	To ensure that we maintain staff records		
14. Confidential Records of Employees - Training / Performance Appraisals / Disciplinary Records / Absences	To ensure that we maintain staff records		
15. Confidential Records of Employees – DBS Checks	To ensure that we maintain staff records		
16. A recent photograph of you	To help in positively identifying you as a genuine staff member, e.g. ID Cards / name badges		

CONSENT: By consenting to this Privacy Notice you are giving us permission to process your personal data specifically for the purposes identified.

DISCLOSURE: Where we are asking you for sensitive personal data we will always tell you why and how the information will be used.

Person **Collecting** your Data (Initials / Signature): _____ Date: _____

Person **Storing** your Data (Initials / Signature): _____ Date: _____

Service User Consent to Data Collection & Storage: (Signature): _____ Date: _____