FAIR PROCESSING NOTICE POLICY & PROCEDURE



Harbour Supported Living Services Ltd

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**Fair Processing Notice Policy & Procedure**

**Introduction**

This Fair Processing Notice Policy & Procedure is for Harbour Supported Living Services Ltd (hereafter referred to as "us", "we", or "our").

**Purpose**

The purpose of this policy is to provide Harbour Supported Living Services Ltd with two template fair processing notices - one for use with employees and one for use with external Data Subjects, including Service Users. This policy also explains why fair processing notices are required and the purpose of a fair processing notice.

By using the template fair processing notices provided within the forms attached to this policy, Harbour Supported Living Services Ltd will meet one of the key requirements of GDPR in terms of the provision of information to a Data Subject.

To meet the legal requirements of the regulated activities that Harbour Supported Living Services Ltd is registered to provide:

* General Data Protection Regulation 2016
* Data Protection Act 2018

**Scope**

This policy includes in its scope all data which we process either in hardcopy or digital copy, this includes special categories of data.

This policy applies to all service users, staff, temporary staff and contractors.

**Objectives**

The objective of this policy is to enable Harbour Supported Living Services Ltd to circulate fair processing notices to its Data Subjects to ensure compliance with one of the key elements of GDPR.

This policy and circulation by Harbour Supported Living Services Ltd of the fair processing notices will ensure that all Data Subjects understand the ways in which their personal data is processed by Harbour Supported Living Services Ltd.

**Policy**

Harbour Supported Living Services Ltd understands that GDPR requires organisations to provide certain information to all Data Subjects about whom Harbour Supported Living Services Ltd processes personal data.

Harbour Supported Living Services Ltd has determined that the simplest and most effective way to provide the required information is by issuing fair processing notices.

Harbour Supported Living Services Ltd understands that the processing of personal data it carries out in respect of its staff and employees will differ from the processing of personal data it carries out in respect of external clients, contacts and Service Users. Harbour Supported Living Services Ltd will, therefore, produce and circulate at least two fair processing notices, one to employees and another to external contacts and Service Users.

Harbour Supported Living Services Ltd understands that the forms attached to this policy constitute the template fair processing notices. Harbour Supported Living Services Ltd understands that terms in square brackets are optional (depending on whether they apply to Harbour Supported Living Services Ltd or not) or require completion by Harbour Supported Living Services Ltd. Harbour Supported Living Services Ltd will review the fair processing notices in their entirety to determine which elements are applicable to Harbour Supported Living Services Ltd and the ways in which it processes personal data, and which are not relevant.

Harbour Supported Living Services Ltd will consider whether it would benefit from producing more than two types of fair processing notice. For example, Harbour Supported Living Services Ltd may deem it necessary to modify the fair processing notice provided to Service Users so that they can be used with other external contacts and suppliers. Harbour Supported Living Services Ltd may be of the opinion that the personal data it processes in respect of various types of Data Subjects differs to the extent that an additional fair processing notice is

required. Harbour Supported Living Services Ltd acknowledges that it may be able to use the template fair processing notices provided within this policy as a template for a further fair processing notice, but Harbour Supported Living Services Ltd will seek legal advice if necessary.

**Procedure**

Harbour Supported Living Services Ltd will review the template fair processing notices. Harbour Supported Living Services Ltd will adapt the fair processing notices before circulating them to the relevant Data

Subjects. Harbour Supported Living Services Ltd will ensure that all aspects of the fair processing notices are relevant and reflect the ways in which Harbour Supported Living Services Ltd processes personal data.

If Harbour Supported Living Services Ltd has any concerns or queries in relation to the fair processing notices, it will seek legal advice.

Harbour Supported Living Services Ltd understands that the fair processing notices cover the processing of personal data that has been obtained other than through Harbour Supported Living Services Ltd's website. Collection of personal data via the website will be governed by Harbour Supported Living Services Ltd's Website Privacy Policy and Procedure.

**Definitions**

**Data Subject**

The individual about whom Harbour Supported Living Services Ltd has collected personal data.

**Data Protection Act 2018**

The Data Protection Act 2018 is a United Kingdom Act of Parliament that updates data protection laws in the UK. It sits alongside the General Data Protection Regulation and implements the EU's Law Enforcement Directive.

**GDPR**

General Data Protection Regulation (GDPR) (EU) 2016/679 is a regulation in EU law on data protection and privacy for all individuals within the European Union. It was adopted on 14 April 2016 and after a two- year transition period became enforceable on 25 May 2018.

**Personal Data**

Any information about a living person including but not limited to names, email addresses, postal addresses, job roles, photographs, CCTV and special categories of data, as defined below.

**Process or Processing**

Doing anything with personal data, including but not limited to collecting, storing, holding, using, amending or transferring it. Harbour Supported Living Services Ltd does not need to be doing anything actively with personal data - at the point it collects it, it is processing it.

**Special Categories of Data**

Has an equivalent meaning to “Sensitive Personal Data” under the Data Protection Act 2018. Special categories of data include but are not limited to medical and health records (including information collected as a result of providing health care services) and information about a person’s religious beliefs, ethnic origin and race, sexual orientation and political views.

**Example of Fair Processing Notice**

Harbour Supported Living Services Ltd Fair Processing Notice – Employees

*[This Notice is an example of what is circulated to employees, once it has been reviewed by Harbour Supported Living Services Ltd and updated if necessary]*

When Harbour Supported Living Services Ltd processes your personal data we are required to comply with the Data Protection Act 2018 (“DPA”) and the General Data Protection Regulation 2016 (“GDPR”) (the DPA and GDPR are together referred to as the “Data Protection Legislation”).

Your personal data includes all the information we hold that identifies you or is about you, for example, your name, email address, postal address, date of birth, location data and in some cases opinions that we document about you, as well as special categories of data including, but not limited to, medical and health records and information about your religious beliefs, ethnic origin and race, sexual orientation and political views.

Everything we do with your personal data counts as processing it, including collecting, storing, amending, transferring and deleting it. We are therefore required to comply with the Data Protection Legislation to make sure that your information is properly protected and used appropriately.

This fair processing notice provides information about the personal data we process, why we process it and how we process it.

***Our responsibilities***

Harbour Supported Living Services Ltd is the data controller of the personal data you provide. We have appointed Jacqueline Booth as Data Protection Officer and they will have day to day responsibility for ensuring that we comply with the Data Protection Legislation and for dealing with any requests we receive from individuals exercising their rights under the Data Protection Legislation.

*Why do we process your personal data?*

We process your personal data for HR, employment and administrative purposes. We need your personal data to make sure you have all you need to be able to work at Harbour Supported Living Services Ltd, to make sure you are safe and secure at work and to make sure you receive all the benefits and rights to which you are entitled.

The Employment Rights Act 1996 requires us to obtain certain personal data from you, such as your name. Without it, we may be unable to offer you employment. We may need other personal data from you to be able to enter into a contract with you and provide you with all the information you need. Again, if we do not receive that personal data from you, we may be unable to offer you employment or fulfil our obligations to you as your employer.

We process most of your information on the grounds of our legitimate interests (i.e. our employment of you and fulfilling our obligations as your employer). We may also rely on the fact that we need to process your personal data to fulfil our contract with you or to comply with a legal obligation. If we process special categories of data about you we will usually do so on the basis that the processing is necessary as part of your employment with us.

If none of the grounds set out above applies, we will obtain separate consent from you to the processing of your personal data. You can withdraw your consent at any time. This won’t affect the lawfulness of any processing we carried out prior to you withdrawing your consent.

***Who will receive your personal data?***

We only transfer your personal data to the extent we need to. Recipients of your personal data include:

* [ *we insert any potential recipients or categories of recipients such as payroll providers, insurers, healthcare providers, hosted data centres, third parties that provide benefits/perks etc.]*

We don’t transfer your personal data outside of the EEA.

***How long will we keep your personal data?***

We will retain your personal data for [confirm retention period]. We retain your information for this period in case any issues arise or in case you have any queries. Your information will be kept securely at all times. Following the end of the [confirm retention period] period, your files and personal data we hold about you will be permanently deleted or destroyed. If we are required to obtain your consent to process your personal data, any information we use for this purpose will be kept until you withdraw your consent, unless we are entitled to retain the personal data on the basis of other grounds set out in the Data Protection Legislation.

***What are your rights?***

You benefit from a number of rights in respect of the personal data we hold about you. We have summarised the rights which may be available to you below, depending on the grounds on which we process your data. More information is available from the Information Commissioner’s Office website (https://ico.org.uk/for-organisations/guide-to-the-general- data-protection-regulation-gdpr/individual-rights/). These rights apply for the period in which we process your data.

**1. Access to your data**

You have the right to ask us to confirm that we process your personal data, as well as having the right to request access to/copies of your personal data. You can also ask us to provide a range of information, although most of that information corresponds to the information set out in this fair processing notice.

We will provide the information free of charge unless your request is manifestly unfounded or excessive or repetitive, in which case we are entitled to charge a reasonable fee. We may also charge you if you request more than one copy of the same information.

We will provide the information you request as soon as possible and in any event within one month of receiving your request. If we need more information to comply with your request, we will let you know.

**2. Rectification of your data**

If you believe personal data we hold about you is inaccurate or incomplete, you can ask us to rectify that information. We will comply with your request within one month of receiving it unless we don’t feel it is appropriate, in which case we will let you know why. We will also let you know if we need more time to comply with your request.

**3. Right to be forgotten**

In some circumstances, you have the right to ask us to delete personal data we hold about you. This right is available to you:

* Where we no longer need your personal data for the purpose for which we collected it
* Where we have collected your personal data on the grounds of consent and you withdraw that consent
* Where you object to the processing and we don’t have any overriding legitimate interests to continue processing the data
* Where we have unlawfully processed your personal data (i.e. we have failed to comply with GDPR); and
* Where the personal data has to be deleted to comply with a legal obligation

There are certain scenarios in which we are entitled to refuse to comply with a request. If any of those apply, we will let you know.

**4. Right to restrict processing**

In some circumstances, you are entitled to ask us to suppress processing of your personal data. This means we will stop actively processing your personal data but we don’t have to delete it. This right is available to you:

* If you believe the personal data we hold isn’t accurate – we will cease processing it until we can verify its accuracy.
* If you have objected to us processing the data – we will cease processing it until we have determined whether our legitimate interests override your objection.
* If the processing is unlawful; or
* If we no longer need the data but you would like us to keep it because you need it to establish, exercise or defend a legal claim.

**5. Data portability**

You have the right to ask us to provide your personal data in a structured, commonly used and machine-readable format so that you are able to transmit the personal data to another data controller. This right only applies to personal data you provide to us:

* Where processing is based on your consent or for performance of a contract (i.e. the right does not apply if we process your personal data on the grounds of legitimate interests); and
* Where we carry out the processing by automated means.

We will respond to your request as soon as possible and in any event within one month from the date we receive it. If we need more time, we will let you know.

**6. Right to object**

You are entitled to object to us processing your personal data:

* If the processing is based on legitimate interests or performance of a task in the public interest or exercise of official authority
* For direct marketing purposes (including profiling); and/or
* For the purposes of scientific or historical research and statistics

In order to object, you must have grounds for doing so based on your particular situation. We will stop processing your data unless we can demonstrate that there are compelling legitimate grounds which override your interests, rights and freedoms or the processing is for the establishment, exercise or defence of legal claims.

***Automated decision making***

Automated decision-making means making a decision solely by automated means without any human involvement. This would include, for example, an online credit reference check that makes a decision based on information you input without any human involvement. It would also include the use of an automated clocking-in system that automatically issues a warning if a person is late a certain number of times (without any input from HR, for example).

We don’t carry out any automated decision making using your personal data.

***Your right to complain about our processing***

If you think we have processed your personal data unlawfully or that we have not complied with GDPR, you can report your concerns to the supervisory authority in your jurisdiction. The supervisory authority in the UK is the Information Commissioner’s Office (“ICO”). You can call the ICO on 0303 123 1113 or get in touch via other means, as set out on the ICO website - https://ico.org.uk/concerns/.

***Any questions?***

If you have any questions or would like more information about the ways in which we process your data, please contact:

Service Manager

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Tel. 0151 630 0062

Email: general@harboursupport.co.uk