

HELIOSA NURSING HOME		POLICY	
Title: GDPR PRIVACY POLICY		Ref. No: P9-9-3-1	Date: 23/05/18

It is the policy of Heliosa Nursing Home to comply with GDPR

Introduction

This document refers to personal data, which is defined as information concerning any living person that is not already in the public domain.

The General Data Protection (GDPR) seeks to protect and enhance the rights of data subjects. These rights cover the safeguarding of personal data, protection against the unlawful processing of personal data and the unrestricted movement of personal data within the EU. It should be noted that GDPR does not apply to information already in the public domain.

What you need to know:

Q. Do we collect personal data?

Yes

Q. Why do we collect information?

The personal data we collect is from employees, residents, residents' representatives, councils, hospitals and health professionals, advocacies, surgeries, solicitors

Q. How long do we keep data for?

EMPLOYEES – 6 years

RESIDENTS – 6 years

We do not pass data on for sales purposes and do not do any direct marketing.

Q. How do we store data?

Data is stored in several forms of media:

Lap tops

Desk tops

Paper

Q. When do we destroy data?

We are required to retain data for 6 years

Q. Do we destroy data?

Yes

Policy

Who do we collect data from?

EMPLOYEES:

Previous employers

Prepared by:	Approved by:	Page 1 of 5
S COOPER	MAGGIE PARR	Version: D1

HELIOSA NURSING HOME	POLICY	
Title: GDPR PRIVACY POLICY	Ref. No: P9-9-3-1	Date: 23/05/18

Referees
National and Midwifery Council (NMC)
Data Baring Service (DBS)
Agencies

RESIDENTS:
Residents
Representatives
Councils
Hospitals
Health professionals
Surgeries
Advocacies
Solicitors
Social workers

Who do we process, pass, share data to/with?

RESIDENTS:
Care Quality Commission (CQC)
East Cheshire Clinical Commissioning Group (ECCCG)
Health professionals
Surgeries
Solicitors
Advocacies
Solicitors
Residents representatives

EMPLOYEES :
CQC
ECCCG
Pay roll companies
HMRC
Pension companies
National insurance
Other employers
DBS

On visiting the home all health professionals must be seen to carry/wear appropriate identification

What data do we collect?

EMPLOYEES:-
Names
Addresses
Bank details
Email addresses
Contact numbers
Next of Kin

Prepared by:	Approved by:	Page 2 of 5
S COOPER	MAGGIE PARR	Version: D1

HELIOSA NURSING HOME	POLICY	
Title: GDPR PRIVACY POLICY	Ref. No: P9-9-3-1	Date: 23/05/18

Date of Birth
 DBS disclosures
 References
 Employment history
 Medical conditions

RESIDENTS:-

Names
 Addresses
 Sex
 Date of Birth
 Medical history
 Doctor
 Ethnicity
 Religion
 Power of attorney
 Preferences
 Activities of daily living
 Next of Kin;
 Name
 Address
 Email addresses
 Contact numbers
 Relationship
 Photographs
 Bank details
 Funding

On admission residents are allocated a unique number, a care plan is created ,maintained and held in a locked office.

Permission is obtained from residents or their represenatives to use information held for the benefit of their care

Why do we collect personal data?

EMPLOYEES

To ensure appropriate personal are employed within the home

In order to pay staff

Information may be required by regulatory bodies such as:

- Care Quality Commission (CQC)
- HMRC
- National and Midwifery Council (NMC)
- Data Baring Service (DBS)
- Pension organisations
- National insurance queries

RESIDENTS

To provide appropriate and quality care for the residents

Invoicing

Advocacies

Prepared by:	Approved by:	Page 3 of 5
S COOPER	MAGGIE PARR	Version: D1

HELIOSA NURSING HOME	POLICY	
Title: GDPR PRIVACY POLICY	Ref. No: P9-9-3-1	Date: 23/05/18

Why would we process data/pass it onto a third party?

RESIDENTS

In order to provide quality continuity of care
Financial matters

EMPLOYEES

To pay staff

Information may be required by bodies such as:

CQC

HMRC

NMC

DBS

Pension organisations

National insurance queries

References are issued on request for ex staff only when the home is given clear authority from the person for whom the reference is required.

When do we collect data?

EMPLOYEES:

Interview

DBS applications

On employment staff are given a unique staff number, a staff file is created, maintained and held in a locked office

RESIDENTS:

Pre admissions

Admissions

Assessments

Where do we store data?

Paper documents – held in locked offices, updated as and when required

Laptops and USB storage – updated weekly

Email – in folders

Spread sheets – on hard drive and paper copies

Scanned documents - on hard drive and paper copies

How do we destroy data?

Paper documents are shredded

Digital documents are deleted

Hardware is physically destroyed

Where do we collect data from?

Email, verbally, phone calls, contracts, discharge forms, assessments, application forms

Prepared by:	Approved by:	Page 4 of 5
S COOPER	MAGGIE PARR	Version: D1

HELIOSA NURSING HOME		POLICY	
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How do we store data?

All reasonable measures have been taken to make sure data is store securely e.g. password protection. When we send emails, we have taken reasonable precautions to make sure that any attached files are virus free however we send emails in the knowledge that the internet is not 100% secure and therefore although we employ virus protection it is always advised that the recipient also has adequate protection in place to scan any attachments before opening them as we cannot 100% guarantee that attachments are virus free. Before sending an email of a sensitive nature email verification is requested to confirm validity of email address

How can a request for personal data held by us be made?

By email, letter or phone call – please see contact details.
 We will respond to any requests as soon as possible and no later than a month from receiving the request.
 Data will be sent to you in the form of email, letter, spreadsheet or pdf documents.
 How can a request for data be destroyed or amended be made?
 By email, letter or phone call – please see contact details.
 We will respond to any requests as soon as possible and no later than a month from receiving the request.
 We would request that you keep your details up to date with us in particular contact numbers

Your rights

Your principal rights under data protection law are:
 a) the right to access;
 b) the right to rectification;
 c) the right to erasure;
 d) the right to restrict processing;
 e) the right to object to processing;
 f) the right to data portability;
 g) the right to complain to a supervisory authority; and
 h) the right to withdraw consent.

Contacts:

If you wish to contact us, please use the following details: -
 Heliosa Nursing Home
 54 Boundary Lane
 Congleton
 Cheshire
 CW12 3JA
heliosa@hotmail.co.uk
 01260 273321

The person responsible for maintaining this policy is Maggie Carruthers-Parr

|Signed..... Date

Review date.....

Prepared by:	Approved by:	Page 5 of 5
S COOPER	MAGGIE PARR	Version: D1