



Care and Repair Carmarthenshire Gofal a Thrwsio Sir Gaerfyrddin

Care & Repair Carmarthenshire Privacy Notice

1. How we use your personal data

We are committed to protecting your personal data.

We will use your non-sensitive personal data to (i) register you as a new client, (ii) manage payment, (iii) collect and recover monies owed to us (iv) to manage our relationship with you, (v) send you details of our goods and services

Our legal grounds for processing your data are in relation to points (i) to (iv) above are for performance of a contract with you and in relation to (iii) and (v) above, necessary for our legitimate interests to develop our products/services and grow our business and to recover monies owed.

Any special categories of personal data ('sensitive personal data') we collect from you is for the purposes of providing our services to you or if we need to comply with a legal obligation. Our legal ground of processing this data is your explicit consent.

We will not share your details with third parties for marketing purposes except with your express consent.

2. Disclosure of your personal data

We may have to share your personal data with (i) service providers who provide IT and system administration support, (ii) professional advisors including lawyers, bankers, auditors, insurers and accreditation organisations (iii) HMRC and other regulatory authorities (iv) third parties to whom we sell, transfer or merge parts of our business or our assets and/or (v) to other professionals for the purposes of discussing your treatment, to my supervisory coach as part of my coaching training.

In certain circumstances you can ask us to delete your data. See the section entitled 'your rights' below for more information. We require all of these third parties to whom we transfer your data to respect the security of your personal data and to treat it in accordance with the law. They are only allowed to process your personal data on our instructions.

3. Data security

We have put in place security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. We also limit access to your personal data to those employees, agents, contractors and other third parties who have a business need to know such data. They will only process your personal data on our instructions and are subject to a duty of confidentiality. We have put in place

procedures to deal with any suspected personal data breaches and will notify you and any applicable regulator where we are legally required to do so.

In certain circumstances you can ask us to delete your data. See the section entitled 'your rights' below for more information. We may anonymise your personal data (so that you can no longer be identified from such data) for research or statistical purposes in which case we may use this information indefinitely without further notice to you.

4. Data retention

We will only keep your personal data for as long as is necessary as per our Data Retention Policy requirements to fulfil the purposes for which we collected it. We may retain your data to satisfy any legal, accounting, or reporting requirements so for example we need to keep certain information about you for 6 years after you cease to be a client. You have the right to ask us to delete the personal data we hold about you in certain circumstances. See section 6 below.

5. Your rights

You are able to exercise certain rights in relation to your personal data that we process. These are set out in more detail at

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

In relation to a Subject Access Right request, you may request that we inform you of the data we hold about you and how we process it.

We do not routinely charge a fee for Subject Access Requests. However, if a hard copy response has been requested then we reserve the right to charge the actual costs of sending the response by Royal Mail recorded delivery. If the requestor does not want to pay this, they may choose to receive their response electronically at no charge or collect the hard copy from our office to them.

Where requests from a data subject are manifestly unfounded or excessive, in particular because of their repetitive character, as the controller we may either:

- (a) charge a reasonable fee taking into account the administrative costs of providing the information or communication or taking the action requested; or
- (b) refuse to act on the request.

In either instance we will provide the individual with evidence of how this decision was reached.

We will reply to SARs at the latest within one month of receipt of the request. This can be extended by a further two months where the request is complex or where there are numerous requests. If this is the case, we will contact the individual within one month of the receipt of the request and explain why the extension is necessary.

6. Subject Access Request

If you wish to make a Subject Access Request, please send the request to **office@careandrepaircarms.org.uk** marked for the attention of the Data Protection Officer.

7. Keeping your data up to date

We have a duty to keep your personal data up to date and accurate so from time to time we will contact you to ask you to confirm that your personal data is still accurate and up to date. If there are any changes to your personal data (such as a change of address) please let us know as soon as possible by writing to or emailing the addresses set out in section 6 above.

8. Complaints

We are committed to protecting your personal data but if for some reason you are not happy with any aspect of how we collect and use your data, you have the right to complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues (www.ico.org.uk).

We would be grateful if you would contact us first if you do have a complaint so that we can try to resolve it for you.

Contact details:-

Care and Repair Carmarthenshire, Eastgate, Llanelli, Carm, SA15 3YF

Tel: 01554 744300

E-mail: office@careandrepaircarms.org.uk