

D”N”A Care Services LTD GDPR Policy

GDPR Policy	Version: 1.3
Approved by: Nathan Gribble	Date: 16/04/2023
Due for review:	Date: 16/04/2024
This Policy is effective from: 16/04/2022	Replaces: 1.2

D”N”A Care Services is strongly committed to protecting the privacy of our workforce and client base and complying with their choices. Both personal and non-personal information collected is safeguarded according to the highest privacy and data protection standards adopted worldwide. We have always had a robust and effective data protection program in place which complies with existing law and abides by the data protection principles. However, we recognise our obligations in updating and expanding this program to meet the demands of the GDPR and data protection act 1998.

Our Commitment

- Information will not be shared without the written permission from the owner of said information
- We use secure storage (electronic and physical data) to ensure information cannot be easily accessed
- We give the option to control the information shared with us (opt out)

In order to uphold our commitments and obligations under the GDPR, D”N”A Care Services follow these principals

Notice

We will clearly inform when information that personally identifies (personal information) is asked and the owner of this information will be informed when this information is shared with a third party. This information will only be shared where necessary and will be shared in a secure way within an encrypted file or viewed within D”N”A Care Services premises.

Usage

We use personal information for the following purposes:

- To allow work seeker and clients to use our service
- Identify and ascertain suitability for using our work finding service
- Uphold ongoing compliance to continue to use our work finding service

Types of Information Held

Due to the nature of the business, it is a requirement for D”N”A Care Services to hold a range of information, some of which is of a sensitive nature. The types of information that D”N”A Care Service gather are (but not limited to):

- Contact information
- address
- Date of birth
- Gender
- Nationality
- Next of kin contact details
- Reference information
- Employment history
- Health declaration
- Criminal record history
- References from previous/current employers
- Bank account details

- Right to work identity/proof of identity

They may be a requirement to share this information with a third party for audit purpose or assessment for suitability for post. On these occasions permission is sought from the owner of this information prior.

3rd Party Information

For the financial operation of the business, financial information is require to be collated from employees and clients which must be shared with 3rd party organisations for processing of payments. The 3rd parties this information will be shared with are D”N”A Care Services bank and financial partners. All information held on file and share with 3rd party organisations is held and shared securely.

Consent

When information is provided to D”N”A Care Services, we obtain consent that this information can be used for this purpose and that D”N”A Care Service is authorised to hold such information. Should at anytime you wish to, you may unsubscribe to communication from D”N”A Care Services in writing. Once a request has been received, the requestee will be removed from any automatic contact list.

Access to Information

Work seekers and clients may at any time request to know what information D”N”A Care Services hold on them, and where allowed can request copies of such information where it is not deemed D”N”A Care Services intellectual property e.g. training certificates.

Security of Information

D”N”A Care Services is strongly committed to protecting this information we hold. We have taken strong security measures to protect data from misuse, unauthorised access, discloser, alteration, or destruction. All personal data is secured within locked storage and is held within secure company databases with restricted access.

Retention of Information

We retain information for as long as necessary to uphold our obligations of our clients and others. Once a piece of information is deemed to no longer be required e.g. financial information, this will be destroyed securely. However, there are certain types of information that must be held on record indefinitely such as a DBS check.