

Bramley Care Privacy Notice

Website GDPR STATEMENT

Bramley Care is the trading name for the following companies registered in England and Wales:

- 1) Bramley House, Sursum Ltd, Registered address: Wellesley House, 204 London Road, Waterlooville, Hampshire, PO7 7AN. Company number: 02267578
- 2) The Old Rectory, Registered address: Wellesley House, 204 London Road, Waterlooville, Hampshire, PO7 7AN. Partnership
- 3) Bramley Home Care Ltd, Registered address: Wellesley House, 204 London Road, Waterlooville, Hampshire, PO7 7AN. Company number: 08303393

The EU General Data Protection Regulation (GDPR) builds on existing data protection laws, strengthening the rights the EU individuals have over their personal data, and creating a single data protection approach across Europe.

Bramley Care

We are in the process of reviewing our services to ensure our compliance by 25th May 2018 – giving assurance and assistance to our customers after this date. We are reviewing all our internal processes, procedures, data systems and documentation to ensure that we are ready. Our GDPR Principles are:

- Data is processed fairly and lawfully
- Data is processed only for specified and lawful purposes
- Processed data is accurate and, where necessary, kept up to date
- Data is not kept longer than necessary
- Data is processed in accordance with an individual's consent and rights
- Data is kept secure
- We hold your personal information in accordance with the security provisions of the UK Data Protection legislation.

Recruitment Applications through www.bramleycare.com

At present, personal data is only collected if a user applies for a position at Bramley Home Care, The Old Rectory or Bramley House. By completing the application, the user is agreeing to their data being held on the website for two weeks (minimum) after which time it will be deleted. At point of application the data is also emailed to the manager concerned where the application is stored on Bramley Cares Business Dropbox and one hard copy is printed and stored with the applicants file. If an applicant is unsuccessful then all forms will be erased within 2 weeks.

Successful applicant's details will be held in the staff personnel file until employment is terminated by either the employee or Bramley Care. After which point they will be archived and retained according to our retention policy.

If at any time you wish to change or remove any information Bramley Care holds, please see the section 'Right to Erasure'.

Right to Erasure

To remove all your personal data from Bramley Care including the website, please email info@bramleycare.com or call 01747 855844 with your full name.

Data Portability

Our website may contain links to third-party content, websites, or programs that are not controlled by us. We are in no way responsible for the content, terms and conditions, policies and privacy conditions of such sites and programs. Your dealings with third party sites are solely between you and the relevant third party, we advise their terms and conditions, policies for use and terms of service are read and agreed to before commencing to use them.