

ICG is the recognised representative body for independent care providers (private and voluntary) in York and North Yorkshire.

DATA PROTECTION AND PRIVACY POLICY STATEMENT

1 INTRODUCTION

1.1 This policy applies to all personal data held by the Independent Care Group Limited ("ICG")

2 POLICY

2.1 ICG processes personal data for a number of specific purposes in relation to its work. All processing is carried out in accordance with the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR).

2.2 The DPA and GDPR offer protection against abuse of personal data by:

2.2.1 Requiring that it be processed fairly and lawfully in accordance with certain principles;

2.2.2 Granting individuals rights where they are the subject of data being processed; and

2.2.3 Imposing obligations on ICG as a controller of data.

Reasons/ purposes for processing information

2.3 ICG processes personal data to enable it to maintain accounts and records, to promote our service and to support and manage our employees.

2.4 ICG also processes personal data to offer advice, support and information of direct relevance to ICG members.

Types / classes of information processed

2.5 We process information relevant to the above reasons / purposes. This information may include:

2.5.1 Personal details

2.5.2 Goods and services

2.5.3 Financial details

2.5.4 Business of the person whose personal information we are processing

2.5.5 Education and employment details

We also process special categories of information that may include:

2.5.6 Physical or mental health details

2.5.7 Racial or ethnic origin

2.5.8 Political opinions

2.5.9 Religious or other beliefs

2.5.10 Sexual life

2.5.11 Trade union membership

2.5.12 Offences and alleged offences

2.5.13 Criminal proceedings, outcome and sentences

Who the information is processed about

2.6 We process personal information about:

2.6.1 Employees

2.6.2 Board Members

2.6.3 ICG Members

2.6.4 Sponsors, suppliers and service providers

2.6.5 Complainants

2.6.6 Enquirers

Who the information may be shared with

2.7 We sometimes need to share the personal information we process with the individual themselves, and also with other organisations. Where it is necessary we are required to comply with all aspects of the DPA and GDPR. What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

2.8 Where necessary or required we share information with:

2.8.1 Family, associates or representative of the persons whose personal data we are processing

2.8.2 Current, past or prospective employers

2.8.3 Healthcare professionals, social and welfare organisations

3 DEFINITIONS

- 3.1 “Personal Data” means any information relating to an identified or identifiable natural person (data subject); an identifiable natural person is someone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person
- 3.2 “Special Categories of data” means data that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation
- 3.3 “Processing” of data means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction
- 3.4 “Board members” are those ICG members who have consented to sit on the ICG Board to carry out the business of ICG
- 3.5 “ICG members” are individuals and organisations who have paid an annual membership fee to become a member of ICG and receive advice support and assistance from ICG and its sponsors

4 DATA PROTECTION PRINCIPLES

- 4.1 ICG’s policy is to respect the privacy of individuals when processing their personal and private information, to comply with its statutory and other obligations regarding individual privacy and to observe the guiding principles underlying those obligations, which may be summarised as:
- 4.1.1 Processing personal data lawfully, fairly and in a transparent manner in relation to the data subject;
- 4.1.2 Collecting data only for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- 4.1.3 Making sure that data collected is adequate, relevant and limited to what is necessary in relation to the purposes for which data is collected;

- 4.1.4 Making sure that data collected is accurate and up to date, and that steps are taken to ensure that any inaccurate data is corrected without delay
 - 4.1.5 Only keeping data for as long as is necessary
 - 4.1.6 Keeping data secure and protecting against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.
- 4.2 ICG will only process data where consent has been provided, save:
- 4.2.1 Where processing is necessary for the performance of a contract to which the data subject is a party (e.g. an employment contract) or in order to take steps at the request of the data subject prior to entering into a contract; or
 - 4.2.2 Processing is necessary for compliance with a legal obligation to which ICG is subject; or
 - 4.2.3 Where any other exemption under Art 6 of the GDPR applies.


5 DATA RETENTION PERIODS

- 5.1 ICG will retain all data regarding employees for 7 years after their employment with ICG ceases.
- 5.2 ICG will retain basic information regarding former employees after the 7 year period has elapsed, limited only to their name, dates of employment and reason for leaving
- 5.3 ICG will retain information about Board members for 7 years after they cease to be a Board Member
- 5.4 ICG will retain information about ICG members for 1 year after they cease to be a member

6 DATA SUBJECT RIGHTS

- 6.1 Data subjects have the right to request access to information held about them by ICG.
- 6.2 If you wish to access your personal information you may do so by contacting the Chief Executive in writing
- 6.3 If you wish to rectify, amend, or have destroy information held by ICG, you may make such a request to the Chief Executive in writing
- 6.4 You may withdraw your consent to processing at any time, in writing to the Chief Executive

6.5 Any requests made pursuant to paragraphs 6.2, 6.3 or 6.4 above will be considered and responded to within the statutory timescales.

Signed: 
Name: MICHAEL PADSHAM
Position: Chairman
Dated: 25/5/2018

3115
46878/18