

Optional

I, \_\_\_\_\_  
confirm that I have read this Privacy Notice. I understand:

- Hambleton and Richmondshire Carers Centre will process personal data in accordance with GDPR requirements;
- how my data is processed and why;
- my personal data will not be shared with third parties without my consent unless there is a legal requirement to do so;
- my personal data is retained in line with statutory requirements and/or organisational purposes;
- my rights in relation to the processing of my personal data, and how I can exercise these rights.

Name: .....

Signature: .....

Date: .....

### What rights do you have over your data?

Under GDPR carers have the following rights in relation to the processing of their personal data to:

- be informed about how we process your personal data. This notice fulfils this obligation
- request access to your personal data that we hold, and be provided with a copy of it
- request that your personal data is amended if inaccurate or incomplete
- request that your personal data is erased where there is no compelling reason for its continued processing
- request that the processing of your personal data is restricted
- object to your personal data being processed

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided in this leaflet.

*If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which we handled your personal data. You can do so by contacting:*

First Contact Team  
Information Commissioner's Office  
Wycliffe House, Water Lane  
Wilmslow, Cheshire, SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk) // 03031 231113

Contact us:  
2 Omega Business Village, Thurston Road,  
Northallerton, DL6 2NJ  
Tel: 01609 780872  
Email: [admin@hrcarers.org.uk](mailto:admin@hrcarers.org.uk)  
Web: [www.hrcarers.org.uk](http://www.hrcarers.org.uk)

# General Data Protection Regulation

## PRIVACY NOTICE

A company limited by Guarantee Registered  
in England Number 4316120 Registered  
charity No 1092023

*This Privacy Notice has been written to inform carers about what we do with your personal information. This Notice may be subject to change as the Data Protection Bill progresses.*

## Who are we?

Hambleton and Richmondshire Carers Centre is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

We have appointed Veritau Ltd to be our Data Protection Officer (DPO). The role of the DPO is to ensure that we are compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

### Information Governance

Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL



[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526

## What information do we collect?

The categories of information that we collect, hold and share include the following:

- Personal information of carers and some family members and the person they care for e.g. name, date of birth, contact telephone number, email address and postal address.

We will also process certain 'special category' data about our carers including:

- Relevant medical information
- Special Educational Needs and Disabilities information
- Race, ethnicity and religion

## Why do we collect your personal data?

We use the information we collect to:

- support carers
- monitor and report on carer progress
- provide appropriate pastoral care
- assess the quality of our services

Any personal data that we process about our carers is done so in accordance with Article 6 and Article 9 of GDPR.

Our legal basis for processing your personal data, in line with Article 6(1)(c) include:

- Carers (Recognition and Services) Act 1995
- Care Act 2014
- Equality Act 2010
- Mental Capacity Act 2005
- Freedom of Information Act 2000
- Safeguarding of Vulnerable Groups Act 2006

We also process information in accordance with Article 6(e) and Article 9(2)(g) as part of the official authority vested in us as Data Controller and for reasons of substantial public interest. Such processing, which is not mandatory but is considered to be in our carers interests, include:

- Medical information for young carers who access trips and activities

Whilst the majority of carer information you provide to us is mandatory, some of it is provided to us on a voluntary basis. When we do process this additional information we will ensure that we ask for your consent to process this.

## Who do we obtain your information from?

Much of the information we process will be obtained directly from you (carers and parents). We will also process information received from:

- NYCC – Health and Social Care
- NYCC– Children and Young People Services
- NHS Hospitals
- GP Surgeries
- Professional Referring Agencies

## Who do we share your personal data with?

We routinely share carer information with:

- National Health Service bodies
- North Yorkshire County Council Social Care
- Educational establishments where Young Carers are located

We will not share any information about you without your consent unless we have a lawful basis for doing so.

## How long do we keep your personal data for?

Hambleton and Richmondshire Carers Centre will keep your data for seven years. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

