



Data Protection Privacy Notice (Point of contact and family members)

For the purpose of data protection legislation, including the UK Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR), the UK Privacy and Electronic Communications Regulations 2003 (PECR), and other applicable legislation, the controller is

Clover Childcare Services
The Old Rectory
Old Rectory Road
Brumstead
Norwich
NR12 9EU

For queries related to this notice please contact our Data Protection Officer at-
dpo@theprivacyworx.com

As the point of contact, parent, guardian or family member of one of our young people, Clover Childcare Services Ltd process your name, contact details, medical, criminal, DOB, social media information and the nature of your relationship to the young person.

Our legal basis for holding and processing this information is our legitimate interest to provide care for our young people and to meet our legal obligations with regard to specialist residential care and safeguarding.

We may also need to share some of the above categories of personal information with other parties, such as professional bodies associated to the young people in our care and who we work with. Usually, information will be anonymised, but this may not always be possible.

The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

As required by the law and statutory guidance with regard Health and Social Care Act 2008 and Children's Home Regulations 2015 we may retain records for up to 75 years to meet our obligations

You have the qualified right to request, access to your data, rectification or erasure of the data, restriction of processing or to object to the processing.

You also have a right to lodge a complaint with a Supervisory Authority, for example the [Information Commissioner's Office](http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080) or http://ec.europa.eu/newsroom/article29/item-detail.cfm?item_id=612080



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