

## **St Dominics Residential Home**

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### **Website Privacy Notice**

**This notice explains how St Dominics Residential Home collects and retains information about you and how that information may be used and kept safe.**

By visiting this website St Dominics Residential Home may collect, process and hold information about you. This may include your contact details and brief personal information if you are requesting a brochure or if you contact the home directly.

We have a legal obligation to ensure that your information is held confidentially and we take all reasonable precautions to ensure that your information is held securely, within electronic format and stored locally and/or within a cloud-based system as well as using a third party back-up, N-able. All PC's, laptops and I-Pad's are passworded and access is restricted. Our IT support, Shadowfax Technology Limited, services and maintains the security of electronic data.

We also hold your information in a physical paper-based system which is held securely and accessed via either a secure keypad system or locked, with access to the keys restricted. Data held is minimised and relevant, no excess or unnecessary data will be processed without consent or lawful reason. Any information we hold is kept up to date, accurate and retained for no longer than is necessary.

Publicity materials such as photographs may be taken at events within the home from time to time. These may subsequently be published either within the home, our own website and subscription websites as well as news media.

Your rights:

- You have the right to access your information via a subject access request
- You can request a copy of any information that we hold about you
- You can request data to be amended if the data held is incorrect
- You can make a complaint regarding the handling of your information
- You have the right to expect, that should a data breach occur, this will be reported to the I.C.O (Information Commissioners Office)

If you would like to find out more about how we use your data please request to speak to the Home Manager. Any data breach should be reported to the Home Manager.