

GDPR compliance statement

The EU General Data Protection Regulation (“GDPR”) came into force across the European Union on 25th May 2018.

Cheswold Park Hospital is committed to ensuring the security and protection of the personal information that we process, and to provide a compliant and consistent approach to data protection. Cheswold Park Hospital is accredited to Industry Standard ISO27001 which is an internationally recognised information security framework.

1. Our GDPR principles

- we will process all personal data fairly and lawfully
- we will only process personal data for specified and lawful purposes
- we will endeavor to hold relevant and accurate personal data, and where practical, we will keep it up to date
- we will not keep personal data for longer than is necessary
- we will keep all personal data secure
- we will endeavor to ensure that personal data is not transferred to countries outside of the European Economic Area (EEA) without adequate protection

2. GDPR Actions

Our preparation and objectives for GDPR compliance have been summarised in this statement and include the development and implementation of new data protection roles, policies, procedures and additional measures to ensure an ongoing compliance.

Our GDPR actions to date:

- we have appointed a Data Protection Officer
- we have reviewed and updated our range of policies, including:
 - Data Protection Policy- our main policy and procedure document for data protection has been revised to meet the standards and requirements of the GDPR. Accountability and governance measures are in place to ensure that we understand, evidence and adequately disseminate our obligations and responsibilities, with a dedicated focus on privacy and the rights of individuals.

- Data Retention Policy - we have updated our retention policy and schedule to ensure that we meet the "data minimisation" and "storage limitation" principles.
 - Data Breach Response and Notification Procedure- our procedures ensure that we have safeguards in place to identify, assess, investigate and report any personal data breach as early as possible.
 - Subject Access Requests and Disclosure of Personal Data Policy- we have revised our SAR procedures to accommodate the revised 30-day timeframe for providing the requested information and for making this provision free of charge
- we are undertaking a systematic review of the personal data we store, manage, maintain, collect, process and control
 - we have revised our Privacy Notices to comply with the GDPR, ensuring that all individuals whose personal information we process have been informed of why we need it, how it is used, what their rights are, who the information is disclosed to and what safeguarding measures are in place to protect their information
 - we have assessed our lawful bases for processing data to ensure all personal data is processed lawfully, fairly and transparently
 - we have conducted data mapping of all our processes involving personal data
 - where we use any third-party to process personal information on our behalf we have reviewed whether they hold an appropriate certification
 - we have implemented documentation processes that record each Data Protection Impact Assessments and allow us to rate the risk posed by the processing activity and implement mitigating measures to reduce the risk posed to the data subject
 - we are providing training to our employees and raising the awareness of GDPR

3. Data Subject Rights

We provide easy-to-access information via our website, our Quality Management System and during induction of an individual's right to access any personal information that Cheswold Park Hospital processes about them and to request information about:

- what personal data we hold about them
- the purposes of the processing
- the categories of personal data concerned
- the recipients to whom the personal data has/will be disclosed
- how long we intend to store your personal data for

- if we did not collect the data directly from them, information about the source
- the right to have incomplete or inaccurate data about them corrected or completed and the process for requesting this
- the right to request erasure of personal data (where applicable) or to restrict processing in accordance with data protection laws, as well as to object to any direct marketing from us and to be informed about any automated decision-making that we use
- the right to lodge a complaint or seek judicial remedy and who to contact in such instances.

4. Contact us

Should you require any further information about the CPH's GDPR compliance, please feel free to contact us using the details below:

Data Protection Officer
Cheswold Park Hospital
Cheswold Lane
Doncaster
DN5 8AR
Phone number: 01302762862
email: dpo@cheswoldparkhospital.co.uk