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| POLICY DOCUMENT | QMSIG10 |
| Cheswold Park Hospital | Privacy Notice Website |
| CLASSIFICATION: | UNCLASSIFIED |

CPH WEBSITE PRIVACY NOTICE

INTRODUCTION

This privacy policy notice is for this website; **www.cheswoldparkhospital.co.uk**. The purpose of this policy is to explain to you how we control, process, handle and protect your personal information while browsing or using this website, including your rights under current laws and regulations. Cheswold Park Hospital is concerned for the privacy of visitors to its website and protection of privacy is extremely important to us. However, please remember that the security of information transmitted over the Internet cannot be assured. This website may include links to third-party websites, plug-ins and applications. Clicking on those links may allow third parties to collect data about you. We do not control these third-party websites and they are governed by their own privacy policies.

We are the Data Controller for the information which we hold. Our Head Office address is: Cheswold Park Hospital, Cheswold Lane, Doncaster, DN5 8AR.

WHAT DATA DO WE COLLECT?

The personal data we collect from when you visit our website includes:

- Identity Data such as first name, last name.
- Contact Details such as telephone number, email address.
- Information that you provide to us via questions, queries or feedback forms.
- Information that you provide to us when you apply for a job.
- Technical Data such as internet protocol address, browser type and version, time zone setting and location, browser plug-in types and versions, operating system and platform of the device you use to access our website.
- Profile Data such as your username and password if you created an account for our website.
- Cheswold Park Hospital also collects non-personally identifiable information in aggregate form to track data such as the total number of visits to our Website, the number of visitors to each page of our website, and the domain names of our visitors' internet service providers. We use this information to understand how our visitors use our Website so that we may improve it. You may refuse to accept cookies by activating the setting on your browser which allows you to refuse the setting of cookies. For further information visit aboutcookies.org or www.allaboutcookies.org

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HOW DO WE COLLECT THIS DATA?

We collect data when you:

- Interact with our website (e.g. technical data, cookies)
- Create an account (e.g. identity data, contact details, profile data)
- Give us some feedback
- Ask for information
- Apply for a job

WHY DO WE HAVE THIS DATA?

We require this data so that we can contact you; respond to any feedback you send us; improve our level of service and the content of our Website; provide you with helpful information and updates, process your job application.

LAWFUL BASIS FOR PROCESSING

By law, we need to have a lawful basis for processing your personal data.

We process your data because:

- Processing is necessary for the performance of a contract;
- We have a legitimate interest in processing your data;
- We need to comply with a legal or regulatory obligation.

We may also process your data with your consent. If we need to ask for your permission, we will offer you a clear choice and ask that you confirm to us that you consent. Please contact us if you need more details about the specific lawful basis we are relying on to process your personal data.

WHERE DO WE PROCESS YOUR DATA?

We may have to share your personal data with:

1. Cheswold Park Hospital team members;
2. Third parties.

We do this face to face, via phone, via email, via our website, via post. Third parties are organisations we have a reason to share your data with. These include:

- The police or other law enforcement agencies if we have to by law or court order;

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HOW DO WE KEEP YOUR INFORMATION SAFE

We are committed to keeping your information secure and have operational policies and procedures in place to protect your information. Cheswold Park Hospital is accredited to Industry Standard ISO27001 which is an internationally recognised information security framework;

All employees and our partner organisations are legally bound to respect your confidentiality, all employees must comply with our security operating procedures. All employees are required to undertake annual information governance training and to be familiar with information governance policies and procedures. Any breach of these is treated seriously, and could result in disciplinary action.

YOUR RIGHTS

The data that we keep about you is your data and we ensure that we keep it confidential and that it is used appropriately. You have the following rights when it comes to your data

1. You have the right to request a copy of all of the data we keep about you. This is known as a “Data Subject Access Request”. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive.
2. You have the right to ask us to correct any data we have which you believe to be inaccurate. It is important that the information we hold about you is accurate. Please inform us about any changes so we can update our records accordingly. You can also request that we restrict all processing of your data while we consider your rectification request;
3. You have the right to request that we erase any of your personal data which is no longer necessary for the purpose we originally collected it for. We retain our data in line with the Hospital’s Retention Policy. We will not keep your personal data for longer than is necessary for the purpose.
4. You may also request that we restrict processing if we no longer require your personal data for the purpose we originally collected it for, but you do not wish for it to be erased.
5. You can ask for your data to be erased if we have asked for your consent to process your data. You can withdraw consent at any time – please contact us to do so.
6. If we are processing your data as part of our legitimate interests as an organisation or in order to complete a task in the public interest, you have the right to object to that processing. We will restrict all processing of this data while we look into your objection.
7. You have the right to request the transfer of your personal information to another party

If you need further information or would like to exercise any of your rights, please contact our **Data Protection Officer:**

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| Data Protection Officer | |
| Cheswold Park Hospital Cheswold Lane Doncaster DN5 8AR | Tel: 01302762862 dpo@cheswoldparkhospital.co.uk |

COMPLAINTS

You can submit a complaint through the Hospital's Complaints Procedure, by writing to:

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| Complaints Co-ordinator | |
| Quality Team Cheswold Park Hospital Cheswold Lane Doncaster DN5 8AR | Tel: 01302762862 complaints@cheswoldparkhospital.co.uk |

To get further advice or report a concern directly to the UK's independent authority you can do this by making contacting with:

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| Information Commissioner's Office | |
| Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF | Tel: 03031231113 https://ico.org.uk/global/contact-us/ |

CHANGES TO OUR POLICIES AND NOTICES

We review our information security practices on a regular basis, so this privacy notice will be updated periodically.

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