



Privacy Notice

For relative and emergency contacts

Your privacy is important to Czajka Care Group (Czajka). This privacy notices provides information about the personal data that Czajka may receive regarding relatives or other emergency contacts of those using Czajka Services.

1. Personal Information Collection

Personal information is information that can be used to identify you or is about you. Czajka may request from you and process the following Personal Information:

- Name
- Postal address
- Telephone number
- Mobile number
- Email address

Czajka may also process:

- CCTV recordings

2. Process of personal information & legal basis

The legal basis for this processing is Legitimate interest as a resident at a Czajka Care Group Care Home has provided your details in use of an emergency.

As an emergency contact we may place your contact details in an emergency “Red Bag Initiative” for use if the resident requires to go to hospital, emergency department or otherwise. If you do not want your contact to be used for this purpose please inform the Czajka home.

You can opt-out of being an emergency contact by informing the Czajka home or the Data Protection Officer.

3. Information Sharing

Czajka will not sell or swap your data with any third parties. We will not share your information with any third party for marketing purposes.

4. Securing your information

Czajka takes our duty to protect your personal information and confidentiality seriously. We are committed to taking all reasonable measures to ensure the confidentiality and security of personal data for which we are responsible, this includes precautions to prevent the loss, misuse or alteration of your personal information.

Czajka uses computer systems and physical security to ensure that access to your personal information is only allowed on a need to know basis.

5. Retention of Personal Information

Your information required for the agreement will be retained as follows:

Record	Retention time
Personal contact information	While you agree to being an emergency contact for a resident
CCTV footage	30 ays

6. Your rights in relation to your personal information

- a) The right to be informed – covered within this privacy notice
- b) The right of access – you have the right to make a Subject Access Request asking for information about, or copies of, the information we hold and the way it is used;
- c) The right to rectification – as soon as you become aware that some information is incorrect let your line manager know or inform the Data Protection Officer;
- d) The right to erasure – request the deletion or removal of personal information where there is no compelling reason for its continued processing;
- e) The right to restrict processing – you can request that we stop any processing if the information we are processing is incorrect
- f) The right to data portability – you can request the personal information provided by yourself, be exported to a universal format;
- g) The right to object – to processing relating to marketing and profiling;
- h) The right not to be subject to automated decision – making including profiling
- i) The right to lodge a complaint with the Information Commissioner’s Office (ICO), please visit www.ico.org.uk

7. Contact

The Data Protection Officer can be contacted via:

Email: Daniel.czajka@Czajka.co.uk

Phone: 01274 599564

Post: Private & Confidential, Daniel Czajka, HR Manager, Victoria House, 66-70 Bingley Road, Saltaire, Shipley, BD18 4DJ