

Generated privacy notice - for staff or volunteers

Haven care Ltd staff / Volunteers privacy notice

Registered name: Haven care Ltd

We are the controller of your personal data. For more information on controllers and their responsibilities please see our guidance on data protection principles, definitions, and key terms. This privacy notice tells you what to expect us to do with your personal information when you work for us.

- Contact details
- What information we collect, use, and why
- Lawful bases and data protection rights
- Where we get personal information from
- How long we keep information
- How to complain Contact details Email info@havencare.co.uk

Contact Details:

Email: info@havencare.co.uk

What information we collect and use, and why Staff recruitment, administration and management

We collect or use the following personal information as part of **staff recruitment, administration and management**:

- Contact details (eg name, address, telephone number or personal email address)

Lawful bases and data protection rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information. There is a list of possible lawful bases in the UK GDPR. You can find out more about lawful bases on the ICO’s website.

Which lawful basis we rely on may affect your data protection rights which are set out in brief below. You can find out more about your data protection rights and the exemptions which may apply on the ICO's website:

- **Your right of access** - You have the right to ask us for copies of your personal information. You can request other information such as details about where we get personal information from and who we share personal information with. There are some exemptions which means you may not receive all the information you ask for.

Read more about the right of access. Click [Your data protection rights | ICO](#)

- Your right to rectification - You have the right to ask us to correct or delete personal information you think is inaccurate or incomplete. Read more about the right to rectification. [Your data protection rights | ICO](#)

- Your right to erasure - You have the right to ask us to delete your personal information. Read more about the right to erasure. [Your data protection rights | ICO](#)

- Your right to restriction of processing - You have the right to ask us to limit how we can use your personal information. Read more about the right to restriction of processing. [Your data protection rights | ICO](#)

- Your right to object to processing - You have the right to object to the processing of your personal data. Read more about the right to object to processing. [Your data protection rights | ICO](#)

- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you. Read more about the right to data portability. [Your data protection rights | ICO](#)

- Your right to withdraw consent – When we use consent as our lawful basis you have the right to withdraw your consent at any time. Read more about the right to withdraw consent. If you make a request, we must respond to you without undue delay and in any event within one month. [Your data protection rights | ICO](#)

If you make a request, we must respond to you without undue delay and in any event within one month.

To make a data protection rights request, please contact us using the contact details at the top of this privacy notice.

Our lawful bases for the collection and use of your data

Our lawful bases for collecting or using personal information as part of **staff recruitment, administration and management are:**

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from

We collect your information from the following places:

- Directly from you

How long we keep information

- 6 years

For more information on how long we store your personal information or the criteria we use to determine this please contact us using the details provided above.

How to complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

Website: [Make a complaint | ICO](#)