



## Shaw healthcare - Website Privacy Notice

When you use this website or contact us, Shaw healthcare will collect and process personal data relating to you. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### What information does Shaw healthcare collect?

The exact information that we collect depends on what you tell us. It is likely to include your name, address and contact details, including email address and telephone number, together with the details of your enquiry.

We have put together separate Privacy Notices for **job applicants, employees, service users and tenants**, because we process much more information about individuals in these categories. These Privacy Notices can be found at:

<https://www.shaw.co.uk/index.php/corporate/gdpr-corporate>

We may also automatically collect information about your use of this website via our use of cookies. For more information about how this website uses cookies, please see our Cookies Policy. <https://www.shaw.co.uk/pdf/Shaw-Cookies-Policy240720.pdf>

### Why does Shaw healthcare process personal data?

We need to process your personal data in order to deal with your enquiry. We process this information because it is in our legitimate interests to be able to respond to enquiries from members of the public and to effectively manage any contact we have with you.

In some cases, we need to process information about you in order to comply with our own legal obligations. For example, if you tell us something that we are required to pass to the relevant authorities, we will do so.

We do not expect to process any special categories of data, such as information about your health, ethnic origin, sexual orientation, religion or beliefs. However, if you do choose to tell us this information, we will only use it with your consent and we will not use it for any other purpose.

### Who has access to data?

Your information may be shared internally for the purposes of dealing with your enquiry.

Shaw healthcare will not generally share your data with third parties, unless it is necessary to do so in order to further your enquiry or where we are legally required to pass it to a statutory body.

We will not transfer your data outside the European Economic Area.

### **How does the organisation protect data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our approved employees in the proper performance of their duties.

### **For how long does the organisation keep data?**

We will normally keep information about enquiries for a period of 6 months after we have concluded our contact with you. This is in case you contact us again or we need to contact you. After that period, data is usually deleted.

[We do not retain any identifiable personal data about individuals derived from our use of cookies. We do keep analytical information about how our website is used, but no individual can be identified from this information.]

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the us to change incorrect or incomplete data;
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- withdraw any consent you have previously given to us; and
- object to the processing of your data where we are relying on our legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Liam Scanlon Director of Compliance & Governance.

If you believe that Shaw healthcare has not complied with your data protection rights, you can complain to the Information Commissioner. Details of how to do so can be found at <https://ico.org.uk/make-a-complaint/>.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to us. However, if you do not provide certain information, such as your contact details, we will be unable to respond to your enquiry.

### **Automated decision-making**

We do not make decisions about you based solely on automated means.

### **Further information**

If you wish further guidance on this Privacy Notice, please contact Liam Scanlon Director of Compliance & Governance.