

Carer GP Registration Privacy Notice

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how Carers Wakefield & District (CWD) collects and uses information (data) about you.

We will keep your information (data) secure at all times. Your data is kept securely within our systems. All staff who have access to or deal with personal data undertake data protection training so that they understand their responsibilities under the Data Protection Act 2018.

1. Who we are.

- a) The Controller for the information we hold is Carers Wakefield & District. Contact details:
01924 305544 (main office)

e mail: info@carerswakefield.org.uk website: www.carerswakefield.org.uk

- b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Joanne Catch, Operations Manager, Carers Wakefield and District, 25 King Street, Wakefield, WF1 2SR

Tel: 01924 305544 (main office)

e mail: joannec@carerswakefield.org.uk website: www.carerswakefield.org.uk

2. How we use your data:

For the purpose of registering you as a carer with your GP practice, we need to collect the following information from you:

- Full Name
- Date of Birth
- Address
- GP Practice

We have obtained your information with your consent to register you as a carer with CWD in order for you to access support, keep you updated about our service including our local activities, courses and news that may be of interest to you as a carer.

We will share your full name, data of birth and full address with your GP practice in order for you to gain further support to enable you to be identified as a carer, prioritised for vaccinations including flu and Covid 19 and wider support to manage your health and wellbeing as a carer.

3. What authority does CWD have to collect and use this information?

CWD have been commissioned by Wakefield CCG and Wakefield Council to provide support to carers already registered on our CWD database as well as new and existing carers.

The lawful basis that ensures we are processing your information correctly is described in GDPR Article 6 as follows:

Part 1 (a) Consent – For new registrations

Part 1 (e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.) – For existing carers on the Carers Wakefield database.

4. How long will we keep your data?

CWD will keep your personal information collected for the purpose(s) detailed in section 2 for a period of 7 years from the point you inform us you are no longer a carer, after which time it will be deleted from our systems.

5. Your rights and your personal data

Under the GDPR you have the following rights:

Right of Access

You have a right of access to the personal information that the CWD holds about you, and/or the right to be given a copy of the data undergoing processing.

Right to Rectification

You have the right to request that the CWD corrects any personal data if it is found to be inaccurate, incomplete or out of date.

Right to Restriction of Processing

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

Right to Object to Processing

In certain circumstances, you may have a right to object to the processing of your personal data.

Right of Complaint

You have a right to lodge a complaint with Carers Wakefield & District, please find contact details below.

Justine Bilton, Chief Officer, Carers Wakefield and District, 25 King Street, Wakefield, WF1 2SR.
Tel: 01924 305544 (main office)

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

8. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.