



General Data Protection Regulation (GDPR) Privacy Notice

Introduction

The General Data Protection Regulation (GDPR), which is an EU directive, came into force in May 2018 and is incorporated into UK data protection laws. The GDPR consolidates and strengthens current data protection safeguards as developed under the Data Protection Act 1998. The Information Commissioner's Office (ICO) considers that if organisations are already compliant with the current data protection laws, they will most likely find it easy to comply with the GDPR.

1. Business details

This is the privacy notice of The Outstanding Society.

The Outstanding Society aims to support other providers to help achieve Outstanding CQC Inspection Ratings and provide support to existing Outstanding Providers to maintain their inspection ratings.

The organization is run by its Board Members and contracts an administrator to support with required office duties. The organization works in partnership with other organisations such as Care England, Skills for Care, UCL and CQC.

2. Aims of this notice

The Outstanding Society is required by law to tell you about your rights and our obligations regarding our collecting and processing any of your personal information, which you might provide to us. We have a policy to ensure that any personal information you supply is only with your active consent and will

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always be held securely and treated confidentially in line with the applicable regulations. We have listed the relevant documents in a later section (6) and can make any available.

3. What personal information we collect about: a) members b) employees and c) third parties

1. *Members.* All personal information obtained about Outstanding Society Members will be securely kept, retained and disposed of in line with data protection requirements. All Members should be made aware of their right to access any information about them.
2. *Employees and volunteers.* The service operates a safe recruitment policy to comply with the regulations in which all personal information obtained, including CVs and references, and is securely kept, retained and disposed of in line with data protection requirements. All employees are aware of their right to access any information about them.
3. *Third parties.* All personal information obtained about others associated with the organisation, including contractors, visitors, etc will be protected in the same way as information relating to members and employees.

4. How we collect information

The majority of members', employees' and thirds party personal information is collected directly from them, or through form filling, which is mainly electronic through our website & app. There are some occasions when paper applications are completed though these tend to be the exception. Any paper based applications are transferred to the secure digital systems by the administrator.

With members and employees, personal information is obtained directly and with consent through such means as references, testimonials and where relevant criminal records (DBS) checks. When recruiting staff, we seek applicants explicit consent to obtain all the information needed for us to decide to employ them.

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All personal information obtained to meet our regulatory requirements will always be treated in line with our explicit consent, data protection and confidentiality policies.

Our website, app, and databases are regularly checked to ensure they meet all privacy standards and comply with our general data protection security and protection policies.

5. What we do with personal information

All personal information obtained on members, employees and third parties is used only to ensure that we provide a service, which is consistent with our purpose of providing support and advice to others. It will not be disclosed or shared for any other purpose.

6. How we keep your information safe

As already stated, the organisation has a policy that enables us to comply with all data protection requirements.

7. With whom we might share information

We only share the personal information of the Society's Members, employees and others with their consent on a "need to know" basis, observing strict protocols in doing so. We would not disclose information about our members, employees, or any others, without their clear agreement, eg when providing a reference.

The only exceptions to this general rule would be where we are required by law to provide information, eg to help with a criminal investigation. Even when seeking to notify the local authority of a safeguarding matter or the Care Quality Commission of an incident that requires us to notify it, we would only do so with consent or ensure that the information provided is treated in confidence.

Where we provide information for statistical purposes, the information is aggregated and provided anonymously so that there is no privacy risk involved in its use.

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8. How personal information held by the Outstanding Society can be accessed

There are procedures in place to enable any staff member, employee or third party whose personal information we possess and might process in some way to have access to that information on request. The right to access includes both the information and any uses which we might have made of the information.

9. How long we keep information

There are strict protocols in place that determine how long the organisation will keep the information and how we dispose of information, which are in line with the relevant legislation and regulations.

10. How we keep our privacy policies up to date

The staff appointed to control and process personal information in our organisation are delegated to assess all privacy risks continuously and to carry out comprehensive reviews of our data protection policies, procedures and protocols.