

# Data Protection Notice

**1. D.Blake & Co Ltd Unit 6, Broughton Park, Newhailes Ind Est, Newhailes Road, Musselburgh EH21 6SY**

## **2. About the personal information we use**

We use personal information on different groups of individuals including:

- Staff
- Contractors
- Suppliers
- Complainants, enquirers
- Survey respondents
- Professional experts and consultants
- Individuals captured by CCTV

The personal information we use includes information that identifies you like your name, address, date of birth and postcode bank details and UTR number.

We also use more sensitive types of personal information, including information about racial or ethnic origin; political opinions; trade union membership; financial data information

The information we use can relate to personal and family details; education, training and employment details; financial details; lifestyle and social circumstances; goods and services; visual images; details held in relation to staff health information; responses to surveys.

## **3. Our purposes for using personal information**

We use personal information to enable us to provide contact purposes to carry out contracted works, managing our employees; maintaining our accounts and records and the use of CCTV systems for crime prevention.

## **4. Our legal basis for using personal information**

D Blake, as data controller, is required to have a legal basis when using personal information. D Blake considers that performance of our tasks and functions are for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract. In some situations we may rely on a different legal basis; for example, when we are using personal information to pay a supplier, our legal basis is that its use is necessary for the purposes of our legitimate interests as a buyer of goods and services. Another example would be for compliance with a legal obligation to which D Blake

is subject to, for example under the Health and Safety at Work Act and we are obligated to contact the Health and Safety Executive.

## **5. Who provides the personal information**

When you do not provide information directly to us, we receive it from other individuals and Contractors.

## **6. Sharing personal information with others**

Depending on the situation, where necessary we will share appropriate, relevant and proportionate personal information in compliance with the law, with the following:

- Staff
- Current, past and potential employers
- Healthcare organisations
- Suppliers, service providers, legal representatives
- Auditors and audit bodies
- People making an enquiry or complaint
- Financial organisations
- Professional bodies
- Trade Unions
- Business associates
- Police forces.
- Security organisations.
- Central and local government.

## **7. Retention periods of the information we hold**

Within D Blake we keep personal information for the minimum retention period of 7 years and dispose of this data following relevant procedures for the safe disposal of personal information.

## **8. How we protect personal information**

We take care to ensure your personal information is only accessible to authorised people. Our staff have a legal and contractual duty to keep personal information secure, and confidential. The following security measures are in place to protect personal information:

- All staff undertake mandatory training in Data Protection and IT Security
- Organisational policy and procedures on the safe handling of personal information
- Access controls and audits of electronic systems
- All files kept in locked cabinets/storerooms

## 9. Your rights

D Blake is committed to ensuring your rights are processed in line with Data Protection legislation the principles set out by the General Data Protection Regulation:

- Lawfulness, fairness and transparency
- Purpose limitation. ...
- Data minimisation. ...
- Accuracy. ...
- Storage limitation. ...
- Integrity and confidentiality. ...
- Accountability.

### **The right of access**

You have the right to access your own personal information.

This right includes making you aware of what information we hold along with the opportunity to satisfy you that we are using your information fairly and legally.

You have the right to obtain:

- Confirmation that your personal information is being held or used by us
- Access to your personal information
- Additional information about how we use your personal information

Although we must provide this information free of charge, if your request is considered unfounded or excessive, or if you request the same information more than once, we may charge a reasonable fee.

If you would like to access your personal information, you can do this by submitting a written request to

D Blake and Co Ltd  
Unit 6  
Broughton Park  
Newhailes Ind Est  
Newhailes Road  
Musselburgh  
EH21 6SY

Once we have received your request and you have provided us with enough information for us to locate your personal information, we will respond to your request without delay, within one month (30 days). However If your request is complex we may take longer, by up to two months, to respond. If this is the case we will tell you and explain the reason for the delay.

## **The right to rectification**

If the personal information we hold about you is inaccurate or incomplete you have the right to have this corrected.

If it is agreed that your personal information is inaccurate or incomplete we will aim to amend your records accordingly, normally within one month, or within two months where the request is complex. However, we will contact you as quickly as possible to explain this further if the need to extend our timescales applies to your request. Unless there is a risk to patient safety, we can restrict access to your records to ensure that the inaccurate or incomplete information is not used until amended.

If for any reason we have shared your information with anyone else, perhaps during a referral to another service for example, we will notify them of the changes required so that we can ensure their records are accurate.

If on consideration of your request D Blake does not consider the personal information to be inaccurate then we will add a comment to your record stating your concerns about the information. If this is case we will contact you within one month to explain our reasons for this.

If you are unhappy about how D Blake has responded to your request for rectification we will provide you with information on how you can complain to the Information Commissioner's Office, or how to take legal action.

## **The right to object**

When D Blake is processing your personal information for the purpose of the performance of a task carried out in the public interest or in the exercise of official authority you have the right to object to the processing and also seek that further processing of your personal information is restricted. Provided D Blake can demonstrate compelling legitimate grounds for processing your personal information, for instance; patient safety or for evidence to support legal claims, your right will not be upheld.

## **Other rights**

There are other rights under current Data Protection Law however these rights only apply in certain circumstances. If you wish further information on these rights contact the information complaints department

## **The right to complain**

You also have the right to complain about how we use your personal information to the Information Commissioner's Office (ICO). Details about this are on their website at [www.ico.org.uk](http://www.ico.org.uk).