

## MHA Privacy Notice

### Processing of Personal Information of Visitors and Attending Professionals

As detailed in “The Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) Regulations 2021” (The Act) – **Revoked 15 March 2022**

Thank you for taking the time to read our privacy notice.

Methodist Homes (MHA) is a registered charity whose mission is to ‘enable people to live later life well’. We recognise the trust you place in us when you share your personal information with us. We are committed to operating with openness, honesty and transparency. This privacy notice provides information about: the personal information that MHA collects about you as visitors and attending professionals; the ways in which your personal information may be used; and your rights.

This Privacy Notice will be updated from time to time. The latest version, and our other privacy notices, can be found on MHA’s web site ([www.mha.org.uk/PrivacyPolicy](http://www.mha.org.uk/PrivacyPolicy)). If you have provided preferences for receiving general information about MHA, including fundraising, this will be covered by the ‘Supporters Privacy Notice’ available at the same link.

Please note that we may use additional privacy notices to supplement this notice. We will always bring any additional privacy notice to your attention.

#### 1. Who we are and contact details

MHA is the Data Controller for the personal data we process. MHA is a registered charity in England and Wales (No. 1083995) and Scotland (No. SC040155) and a Company limited by guarantee (No. 4043124). Our registered Office is: MHA, Epworth House, Stuart Street, Derby, DE1 2EQ.

If you have any questions about this privacy notice, or wish to exercise your rights, please contact MHA’s Data Protection Officer using the contact details below.

- Email: [DataProtectionOfficer@mha.org.uk](mailto:DataProtectionOfficer@mha.org.uk)
- Phone: 01332 221 893
- Post: Data Protection Officer, MHA, Epworth House, Stuart Street, Derby, DE1 2EQ

#### 2. Personal Information Collection

Personal information is information that can be used to identify you or is about you. Please contact us to provide an update if your personal information changes. MHA may request from you and process the following Personal Information (P) and Special Categories of Personal Information (S):

- Name (P)
- Contact Information (P)
- Job Title & Employee (P)
- Covid-19 Vaccination Status (S)
- Covid-19 Exemption status (S)
- CCTV (P)

MHA processes Special Category data in accordance with its Appropriate Policy Document which can be found at [www.mha.org.uk/PrivacyPolicy](http://www.mha.org.uk/PrivacyPolicy).

### 3. Processing of Personal Information & Legal Basis

MHA had a **legal obligation** to process your personal data regarding your Covid-19 vaccination status or vaccination exemption as required by The Act. As the Act has been revoked this will be held to demonstrate compliance.

### 4. Information Sharing

MHA may be required to disclose the recorded information to the Care Quality Commission (CQC) or other empowered body to demonstrate that MHA was compliant.

MHA will not sell or swap your data with any third parties. We will not share your information with any third party for marketing purposes.

### 5. Transfers to other countries

MHA will not transfer your Personal Information outside of the UK or the EEA.

### 6. Securing your information

MHA takes our duty to protect your personal information and confidentiality seriously.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Access to your personal information is only allowed on a need to know basis. Those with access will only process your personal information as instructed and are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected personal information breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

### 7. Retention of Personal Information

MHA will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal requirements. At the end of the retention period your information will either be securely and confidentially destroyed or anonymized. Anonymization is the process of removing personal information from the data so that it is not possible to identify individuals from the data.

| Colleague's Record | Retention Time   |
|--------------------|--|
| Vaccination status | 12 months from the date the Act was revoked, i.e. to be destroyed 15 March 2023. |
| CCTV Recordings    | 30 days  |

## 8. Your Rights in relation to your Personal Information

Under the Data Protection legislation you have the following rights:

- **the right to be informed** – covered by this Privacy Notice;
- **the right of access** – you have the right to make a Subject Access Request asking for information about, or copies of, the information we hold and the way it is used;
- **the right to rectification** – as soon as you become aware that some information is incorrect let your line manager know or inform the Data Protection Officer;
- **the right to erasure** – request the deletion or removal of personal information where there is no compelling reason for its continued processing;
- **the right to restrict processing** – you can request the we stop any processing if the information we are processing is incorrect;
- **the right to data portability** – you can request the personal information provided by yourself, be exported in to a universal format so it can be imported into another system;
- **the right to object** – to processing relating to marketing and profiling;
- **the right not to be subject to automated decision-making** including profiling.

To exercise any of these rights please contact the person to whom you provided your personal data or MHA's Data Protection Officer (contact details in section 1).

If you are unhappy with the way that MHA has processed your personal data you can raise a complaint with the Information Commissioner's Office (<http://ico.org.uk>). We would appreciate it if you could please let us know if you contact the ICO. If you feel able to contact us before you contact the ICO, we will take your concerns seriously and we promise to work with you to resolve any issues that you have (noting that we will tell you if you should refer the issue to the ICO and that we may also need to tell the ICO).