

# **Rob Fawcett Consultancy Ltd - Data Protection Policy**

Rob Fawcett Consultancy Ltd understands how important data protection is to our clients. As nurses our consultants are bound by a strict duty of confidentiality to their clients in line with the Nursing and Midwifery Council Code. Enhanced data protection laws that came into force in May 2018 we have reviewed the systems and procedures that we use to protect our client's data.

This policy explains our approach to handling, storing and transferring the personal data you provide to us, so you can be confident that we apply appropriate measures to the protection of your personal data.

## **What Information Do We Collect?**

Rob Fawcett Consultancy collects personal data about our clients for the following purposes:

- provision of consultancy services and advice,
- administrative reasons to enable us to provide our services and,
- to meet our professional duties to keep records of the work we do.

Rob Fawcett Consultancy will only collect and hold information or disclose it to someone else if we have a lawful and professional duty to do so.

We may collect special category data to assist us to advise our clients appropriately. This will only be collected with the client's permission and if the consultants have a legitimate reason to hold this information to advise our clients appropriately.

## **The Data Protection Principles**

Rob Fawcett Consultancy is obliged to process all personal data in accordance with the data protection principles set out in the General Data Protection Regulation and the Data Protection Act 1998. This means that when we collect our client's personal data we will:

- process it lawfully, fairly and transparently and for a legitimate reason – we will tell our clients why we are collecting it and what we are going to do with it. We will not do anything more with the data beyond this. We provide this information on our website and in our privacy notice.
- use it for the provision of consultancy services and advice to our clients.
- make sure the data we collect is adequate, relevant and is limited to what is necessary.
- do what is reasonable to keep it up-to-date. If it is inaccurate, out-dated or wrong, we will correct it or delete it. If you think the data is wrong, please tell us.
- only store it for as long as we need it. The length of time we keep your data is outlined in our privacy policy.
- keep it confidential and secure and not share it with any third party

## **Our Website**

Our website does not collect data that can identify you by name unless you contact via the email link.

## **Information Security**

We will keep our client's information secure and have implemented organisational and technical measures to ensure this. All our devices (workstations, laptops) employ endpoint antivirus protection and are backed up regularly. All devices are password protected.

## **Training**

As Rob Fawcett Consultancy are a very small company, the consultants take personal responsibility for the data we hold about our clients. We do not employ support staff. We have undertaken training on the GDPR and data protection principles.

## **Record security**

Paper records are kept secure and will be kept for a period of 8 years after which they will be securely destroyed either by the consultants or a specialist document destruction company in line with GDPR principles. Electronic records will also be deleted after 8 years.

## **Data breaches**

We will report and investigate any data breaches that have been detected. We will inform the individuals involved and the ICO.