

ENCOMPASS CARE PRIVACY POLICY



At Encompass Care, we are committed to protecting your privacy and the security of your personal information



This easy read explains how we collect, use, and safeguard your data, while upholding our company values

Our values at Encompass are:

Honesty
Inclusivity
Dignity
Kindness
Integrity

- Honesty
- Inclusivity
- Kindness
- Dignity
- Integrity



We are here to support people with learning disabilities and those facing a period of mental ill health



We exist to enable and empower people to live their best lives.



To make sure the people we support can achieve true independence, positive wellbeing and self-worth.



We may collect personal information from you when you interact with us, such as when you inquire about our services, apply for a job, donate, or subscribe to our newsletter



This may include:

Full name

Contact details

Personal information related to care



Employment history and qualifications

Financial information (for donations or payroll purposes)



We have appropriate technical and measures to safeguard your personal information and prevent unauthorised access, disclosure, or misuse.



We regularly review and update our security practices to ensure the ongoing confidentiality and integrity of your data.



We use the information we collect for the following purposes:

To provide and personalise our services.

To communicate with you and respond to your enquiries.



To process donations and maintain donor records.

To assess job applications and manage the recruitment process.



To send you newsletters and promotional materials (with your consent).

To comply with legal obligations.



We may share your personal information with third parties in the following circumstances:

With your consent or as necessary to fulfil your requests.

With our trusted partners and service providers who assist us in delivering our services.

With regulatory authorities or law enforcement agencies as required by applicable laws.



Your information is always securely stored.



We keep all records stored for the specified time. We will then dispose of your information by deleting electronic files or professionally destroying paper copies.



We will keep your personal information for as long as necessary to fulfil the purposes outlined in this Privacy Statement, or as required by law.



When your information is no longer needed, we will securely dispose of it.



YOUR RIGHTS

Your right to ask us for copies of your personal information.



Your right to ask us to rectify personal information you think is inaccurate.



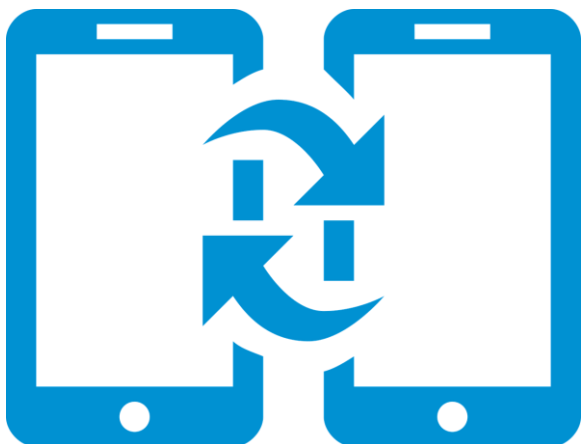
Your right to ask us to erase your personal information in certain circumstances.



Your right to ask us to restrict the processing of your personal information in certain circumstances.



Your right to object to the processing of your personal information in certain circumstances.



Your right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances



If you have any concerns about our use of your personal information, you can make a complaint to us directly.



You can also complain to the Information Commissioner's Officer (ICO) if you are unhappy with how we have used your data. The ICO's address:



Information Commissioner's
Office
Wycliffe
House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Helpline number: 0303
123 1113 ICO website:
<https://www.ico.org.uk>



If you have any questions or concerns please contact our Caldicott Guardian or Data Protection Officers



Caldicott Guardian: Lisa Garside –
Governance Director



Deputy Caldicott Guardian:
Donna Rayner –
Associate Director of
Quality and Learning



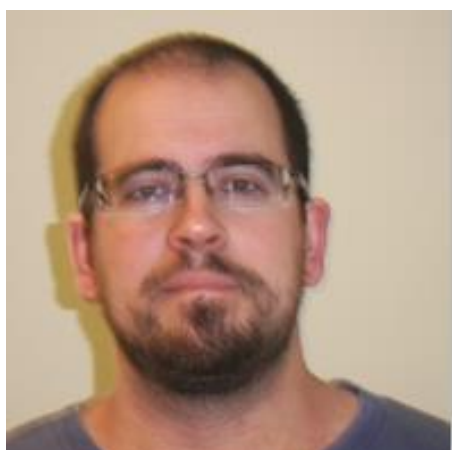
SIRO: Tracey Dennis-
Andrews –
Managing Director



Deputy SIRO: David Corbin –
Chair of Trustees



DPO: Luke Stockley –
Operations Manager



DPO: Fil Gomes –
IT Services Manager

Email:

info@encompasscare.org.uk

Phone: 01305 267483

