



## **Fine Care 247 Ltd GDPR Policy**

### **1. Introduction**

**Fine Care 247 Ltd** is committed to ensuring the protection and privacy of personal data collected and processed in accordance with the UK General Data Protection Regulation (UK GDPR). This policy outlines our approach to data protection and the measures we have in place to comply with the UK GDPR requirements.

### **2. Scope**

This policy applies to all employees, contractors, and third-party service providers who handle personal data on behalf of **Fine Care 247 Ltd** within the United Kingdom.

### **3. Data Protection Principles**

**Fine Care 247 Ltd** adheres to the following data protection principles outlined in the UK GDPR:

- Lawfulness, fairness, and transparency: Personal data is processed lawfully, fairly, and transparently.
- Purpose limitation: Personal data is collected for specified, explicit, and legitimate purposes and not further processed in a manner incompatible with those purposes.
- Data minimisation: Personal data is adequate, relevant, and limited to what is necessary for the purposes for which it is processed.
- Accuracy: Personal data is accurate and, where necessary, kept up to date.
- Storage limitation: Personal data is kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.
- Integrity and confidentiality: Personal data is processed in a manner that ensures appropriate security, including protection against unauthorised or unlawful processing and against accidental loss, destruction, or damage, using appropriate technical or organisational measures.



#### **4. Data Subject Rights**

**Fine Care 247 Ltd** recognises and respects the rights of data subjects under the UK GDPR, including the right to:

- Access personal data
- Rectify inaccurate or incomplete personal data
- Erase personal data ("right to be forgotten")
- Restrict processing of personal data
- Object to processing of personal data
- Data portability

Data subjects can exercise these rights by contacting Fine Care 247 Ltd Recruitment and Compliance Team at [info@finecare247.com](mailto:info@finecare247.com)

#### **5. Data Security**

**Fine Care 247 Ltd** implements appropriate technical and organisational measures to ensure the security of personal data, including:

- Encryption of personal data
- Access controls and restrictions
- Regular security assessments and audits
- Employee training on data protection and security measures

#### **6. Data Breach Management**

In the event of a personal data breach, **Fine Care 247 Ltd will;**

- Notify the Information Commissioner's Office (ICO) without undue delay and, where feasible, within 72 hours of becoming aware of the breach, unless the breach is unlikely to result in a risk to individuals' rights and freedoms.
- Notify affected data subjects without undue delay if the breach is likely to result in a high risk to their rights and freedoms.
- Document and report the breach internally for investigation and remediation.



## **7. Data Processing Agreements**

**Fine Care 247 Ltd** ensures that all contracts with third-party service providers that involve the processing of personal data include appropriate data processing agreements that meet UK GDPR requirements.

## **8. Privacy by Design and Default**

**Fine Care 247 Ltd** integrates data protection measures into its data processing activities from the outset and ensures that only necessary personal data is processed.

## **9. Consent**

**Fine Care 247 Ltd** obtains explicit consent from individuals before processing their personal data for specific purposes and provides mechanisms for individuals to withdraw consent.

## **10. Compliance Monitoring and Review**

**Fine Care 247 Ltd** regularly reviews and updates this UK GDPR policy to ensure ongoing compliance with UK GDPR requirements. Employees and relevant stakeholders are provided with training and guidance on UK GDPR compliance.

Date: 22<sup>nd</sup> April 2024

Signed :

Jasmine Antony, Manager, Fine Care 247 Ltd