

GDPR PRIVACY NOTICE

GREENBANKS HOUSE LIMITED

Greenbanks House is a residential home which supports 20 adults with learning difficulties.

Our aim is to provide a safe and fulfilling way of life, helping each individual to achieve their full potential.

On site, we also have Day Care Centre which is part of the The Fifth Trust Services, a Kent based charity.

For any queries regarding the content of this Privacy Notice, or any requests to access data held, please contact Bernadette Hall on 01227 831731 or e-mail greenbanksonelimited@yahoo.co.uk

Greenbanks House Limited is registered with the Information Commissioner's Office.

Processing Activity Statements from the Legal Basis Matrix

Activity; purpose/justification – *Legal Basis & Special Condition*

Staff

- Absence Monitoring and Appraisals; to monitor performance, sickness and holiday absences – *Legitimate Interests*
- HR Issues, Consultant; the occasional referral to Citation for the purposes of consultation on HR Documents such as Contracts of Employment, and for assistance with resolution on disciplinary and grievance issues – *Legitimate Interests*
- Employment Records; retention of application form and contract, copies of identification and qualifications where applicable – *Legal Obligation / Special Condition B Legal Compliance*
- DBS & POVA Checks; checks conducted and copies retained for all staff & volunteers working with vulnerable people and children – *Legal Obligation / Special Condition B Legal Compliance*

GENERAL

Photos; Digital pictures of staff and students for use on social media and for other marketing purposes – *Consent*

Resident Information; Personal details, including a medical & health history for the purposes of assessing how best to meet the needs of the resident and to ensure we meet the needs of each individual in our care – *Contract*

Medical Alerts; A process exists to inform all staff on site of a medical emergency, this includes the immediate medical requirements of the resident involved – *Vital Interests / Special Condition C Vital Interests*

Medical Emergencies; An accident book is held, as well as reports on medical incidents – *Legal Obligation / Special Condition B Legal Compliance*