Milford & Witley Village Care

07871 570160

The General Data Protection Regulations GDPR

Village Care is committed to protecting your personal information and respecting your privacy.

To comply with the General Data Protection Regulation GDPR

- We need to inform all clients of their rights and tell them what we will do with your data.
- We need to keep this data stored safely so that a third party cannot access it.
- We must not pass on your data to a third party without your express permission.
- We must delete your data if you request it or if you are no longer involved with Milford and Witley Village Care.

We undertake to:

- Store all data securely,
- Never pass on your data to an outside organisation unless you have given us explicit permission.
- Delete all your personal data within 30 days if you no longer need the services of Milford and Witley Village Care or if you have not used our services for six months.
- Keep data accurate and up to date, and where necessary, update it.

Your data will be used for:

- Passing necessary data to any volunteer to enable them to carry out your request for help.
- Sending you occasional information about our scheme, meetings or social invitations.
- Communicating with you by letter or telephone.
- In exceptional circumstances, such as a medical emergency, passing your information to the police, medical professionals or contacting your next of kin.

Agreed by Village Care Committee October 2026
Next Review October 2027

You have the following rights:

- To know what information we hold and why.
- To request details of all information we hold about you. We will reply in writing within 30 days of your request.
- To request any incorrect information be rectified which we will do within 30 days of being informed of the error.

If you feel that we should not hold your personal data, we will delete it. However we will no longer be able to respond to your request for help.

If you have any questions please contact us.

If you would like to know more about GDPR further information can be found on the Information Commissioner's Office's website - https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/

You should keep this sheet for your information

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