

JD Healthcare Consulting Limited

PRIVACY POLICY

JD Healthcare Consulting Limited (JDHC) takes its responsibility regarding client information very seriously. When you send an email to enquire about our services, we ask you for a range of personal information, this statement tells you why we need that information, how we use or process it, how we safeguard it and what rights you have to request to see it.

Why we hold personal information about you.

Essentially, we only hold personal information for those people who ask us about our services. We hold the information in our capacity as data controller for the administration of our business and specifically to administer any questions you have asked about our business and any services we can offer you.

The legal basis for our use of your personal data will generally be that we need to answer any questions you have asked about our business or services:

- For the legitimate interests of providing healthcare and business information to you to perform our obligations
- Because we need to use your data to be able to contact you to answer any question about our services.

What personal information we hold

We hold the personal information you provide us with on the website contact form or LinkedIn system:

This includes,

- Contact details, including name, address, telephone number and email address

How we will use your personal data

This will include the processing of your personal data for any or all of the following reasons:

- To contact you
- For statistical purposes

Organisations we may share your personal data with

In order to provide you with further information of services we think might be of interest to you.

This means that we may have to share relevant personal information with other organisations and people including:

- Accountant if we need to pay you or you need to pay us.
- Our associates who we contract to deliver services on our behalf
- Auditors
- Healthcare Providers.

However, we will never share your personal financial data with any other organisation.

In each case we only share the information which is reasonably required for the purpose.

Where requested if we consider that it is reasonably required, we may also provide your data to government and law enforcement organisations e.g. the Police
They may then use the data to carry out their legal functions.

In some circumstances the recipients may be outside the UK. This means that your personal data may be sent outside of the EEA to a jurisdiction which may not offer the level of protection as is required by EEA countries. If this occurs, we are obliged to verify that appropriate safeguards are in place with a view to safeguarding your data.

We do not carry out any automated processing for marketing purposes using your personal data and will not share this data with anyone for the purpose of marketing to you.

How long we keep your personal data.

- We only keep your personal data for a long as we need to in order to fulfil the purpose for which it was collected and for so long afterwards as we consider we may be required to deal with any questions or complaints that we may receive, and to meet our legal and regulatory obligations.
- We will ordinarily keep your personal data for 6 years from the completion of our contact / response

Your rights

- You have a right to access and obtain a copy of the personal data that the JDHC holds about you, and to ask for that data to be corrected if there are any errors or if it is out of date.
- In some circumstances you may have the right to ask the organisation to restrict the processing of your personal data, to object to processing or to transfer or erase your personal data.
- You can obtain further details about these rights from The Information Commissioners Office at www.ioc.org.uk or via the telephone helpline (303 123 1113)
- If you wish to exercise any of these rights or have any queries or concerns regarding the processing of your personal data, please contact us using the details given below.
- You also have the right to lodge a complaint in relation to this privacy notice or the organisation processing activities with etc Information Commissioners Office which you can do through the website above or their telephone helpline.
- The personal data we hold about you is used to contact you to advise you about the services we offer.
- If you do not provide such information or ask that the data we hold is deleted or restricted, this may affect our ability to advise you on the services available to you.

Updates:

We may update this narrative periodically. Updates will appear on our website.

Contacting us:

JD Healthcare Consulting Limited
Office 9B, Manor Farm Offices, Moor Lane
Aubourn
Lincoln, LN5 9DX
01522 789471