

Oxfordshire Association of Care Providers CIC

Privacy Policy



This Privacy Policy applies between you, and **Oxfordshire Association of Care Providers CIC**. **Oxfordshire Association of Care Providers CIC**, hereafter known as **OACP**, takes the privacy of your information very seriously. This Privacy Policy applies to **our** use of any and all Data collected by **us**, or provided by you, in regard to your relationship with **us**.

Please read this **Privacy Policy** carefully.

This Policy should be read in conjunction with **our Website and Online Services Privacy Policy**.

Definitions and interpretation

1. In this Privacy Policy, the following definitions are used:
 - a. **Data**: collectively all information that you submit to **OACP** as part of your relationship with **us**. This definition incorporates, where applicable, the definitions provided in the Data Protection Act 1998.
 - b. **OACP**, or **us**, or **we**: a company incorporated in England and Wales with registered number 08869387, whose registered office is at 30 St Giles, Oxford OX1 3LE.
 - c. **User** or **you**: any third party that communicates with **us** and is not employed by **OACP** and acting in the course of their employment.
2. In this Privacy Policy, unless the context requires a different interpretation:
 - a. the singular includes the plural and vice versa;
 - b. references to sub-clauses, clauses, schedules or appendices are to sub-clauses, clauses, schedules or appendices of this Privacy Policy;
 - c. a reference to a person includes firms, companies, government entities, trusts and partnerships;
 - d. "including" is understood to mean "including without limitation";
 - e. reference to any statutory provision includes any modification or amendment of it;
 - f. the headings and sub-headings do not form part of this Privacy Policy.
3. This Privacy Policy applies only to the actions of **OACP**.

Data collected

4. Depending on Your relationship with **us**, **we** may collect the following Data, which includes personal Data, from you:
 - a. Name
 - b. Contact Information such as email addresses and telephone numbers;
 - c. Postal address
If your relationship with **us** includes that of a job-seeker, or as a registered personal assistant, or if you have processed Your Disclosure and Barring Check through **us**, **we** may also collect Data such as:
 - d. Your date of birth
 - e. Your marriage status
 - f. Your training and job history
 - g. Your address history
 - h. References
 - i. Copies and numbers of primary documents such as passport, driving licence in each case, in accordance with this Privacy Policy.

Our use of Data

5. For purposes of the Data Protection Act 1998, **OACP** is the "Data controller" apart from Data collected under the Support with Confidence scheme, where Data collected belongs to Oxfordshire County Council as scheme commissioner and may be returned to them at their request.
6. **We** retain any Data you submit for as long as **we** require that Data to continue **our** relationship with you.
7. Unless **we** are obliged or permitted by law to do so, and subject to any third party disclosures specifically set out in this policy, your Data will not be disclosed to third parties. This includes **our** commercial partners, partner organisations, or other companies **we** work with.
8. All personal Data is stored securely in accordance with the principles of the Data Protection Act 1998. For more details on security see the clause below (**Security**).
9. Any or all of the above Data may be required by **us** from time to time in order to provide you with the best possible service and experience when using **our** services. Specifically, Data may be used by **us** for the following reasons:
 - a. internal record keeping;
 - b. improvement of **our** products / services;
 - c. transmission by email of promotional materials that may be of interest to you;
 - d. contact for market research purposes which may be done using email, telephone, or mail.
 - e. Re-marketing;in each case, in accordance with this Privacy Policy.

Third party services

10. **OACP** may, from time to time, employ the services of third parties for managing certain processes. The providers of such services may have access to certain personal Data provided by you. Such services may include email hosting, or Disclosure and Barring Checks.
11. Any Data used by such third parties is used only to the extent required by them to perform the services that **we** request. Any use for other purposes is strictly prohibited. Furthermore, any Data that is processed by third parties will be processed within the terms of this Privacy Policy and in accordance with the Data Protection Act 1998.

Controlling use of your Data

12. Wherever you are required to submit Data, you will be given options to restrict **our** use of that Data. This may include use of Data for direct marketing purposes.

Security

13. Data security is of great importance to **OACP** and to protect Your Data **we** have put in place suitable physical, electronic and managerial procedures to safeguard and secure your Data.
14. **We** endeavour to do **our** best to protect your personal Data. However, transmission of information over the internet is not entirely secure and is done at your own risk. **We** cannot ensure the security of your Data transmitted to **us** by you, or to you to your chosen email host. At your request **we** may use a secure email system.

Transfers outside the European Economic Area

15. Data which **we** collect from you may be stored and processed in and transferred to countries outside of the European Economic Area (EEA). For example, this could occur if **our** cloud storage is located in a country outside the EEA.

16. If **we** transfer Data outside the EEA in this way, **we** will take steps with the aim of ensuring that your privacy rights continue to be protected as outlined in this Privacy Policy. You expressly agree to such transfers of Data.

General

17. You may not transfer any of your rights under this Privacy Policy to any other person. **We** may transfer **our** rights under this Privacy Policy where **we** reasonably believe your rights will not be affected.
18. If any court or competent authority finds that any provision of this Privacy Policy (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision will, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of this Privacy Policy will not be affected.
19. Unless otherwise agreed, no delay, act or omission by a party in exercising any right or remedy will be deemed a waiver of that, or any other, right or remedy.
20. This Agreement will be governed by and interpreted according to the law of England and Wales. All disputes arising under the Agreement will be subject to the exclusive jurisdiction of the English and Welsh courts.

Changes to this Privacy Policy

21. OACP reserves the right to change this Privacy Policy as **we** may deem necessary from time to time or as may be required by law.

Your right to your Data

22. At any time you may request your Data that **we** hold. **We** will respond according to the timescale as laid out in the most recent legislation pertinent for England and Wales.
23. You may request Your Data held by **OACP** by email at info@oacp.org.uk.

Your right to be forgotten

24. At any time you may ask **us** to delete you from **our** Databases. If however, you wish to continue to use **our** services, **we** reserve the right to continue to hold Data to deliver those services for as long as you agree for your relationship with **us** to continue.
25. You may request your right to be forgotten by **OACP** by email at info@oacp.org.uk.

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