

Old Hastings House Privacy Notice

Old Hastings House needs to collect, process, and keep, personal information about residents and staff in order to function. In doing so, the Trustees undertake to comply with the provisions of the General Data Protection Regulation, which came into effect on 25th May 2018.

- We (ie the Trustees, Manager and Staff of Old Hastings House) will only collect information which is necessary for Old Hastings House to function appropriately.
- We will only collect, process, and keep, personal information with your express consent.
- We will not share the information with third parties, except with your consent or if required to do so by law.
- You will have access on request to any and all personal information we hold about you.
- You can require the information about you to be amended or deleted at any time.
- At all times the information will be kept securely, with access available only to those who need it to carry out their responsibilities.
- We shall not retain personal details of any individual for longer than is operationally necessary or required by law.

Ultimately, the Trustees are responsible for ensuring that the privacy of the information held about individuals is securely maintained. The day-to-day responsibility rests with the Manager and the Administrator. Any queries should be addressed to one of them in the first instance.

Gareth Bendon
Chair of Trustees
May 2018