



## Privacy Notice Statement

### How we use your personal information

This Privacy Notice Statement is a fair processing notice to explain why we collect information about you and how that information may be used.

As health and social care professionals who provide you with training and other relevant bespoke services, we maintain records to enable us to provide you with the best possible service.

Records may be electronic, on paper or a mix of both and we use a combination of technology and office operational systems to ensure that your information is kept confidential and secure.

Records may include:

- Name, address, email, contact telephone number
- Personal Health Budget information relevant to the provision of our service and Next of kin contact details if necessary.
- Notes and records about your health or social needs (in relation to a Personal Health Budget, specific only to training needs if applicable)
- Relevant information from other health professionals

Please be assured we are committed to protecting your privacy and will only use your information collected lawfully in accordance with:

- General Data Protection Regulation 2018/UKGDPR
- Human Rights Act 1998
- Common Law Duty of Confidentiality

Each member of staff working for Training and Assessment in Healthcare Ltd has a legal and professional obligation to keep information about you confidential.

At Training & Assessment in Healthcare we would only use your confidential information to ensure we can deliver bespoke training we will only ever use or pass on information about you if others involved in your care have a genuine need for it and/or we have your consent.

Training and Assessment in Healthcare Ltd, 15 Hurricane Way, Norwich NR6 6EZ

Tel: 01603 611107 Email: [training@tihcuk.com](mailto:training@tihcuk.com)

Website: [www.traininginhealthcare.co.uk](http://www.traininginhealthcare.co.uk)

Managing Director: Linda Evans RGN. Company Secretary: Howard Evans. V.A.T. registration No: 948 7300 96

We will not disclose your information without your permission to any third party unless there is an over-riding duty to safeguard or protect you from harm.

We may also use on occasions external companies to process/destroy confidential personal information (after 7 years). These companies are bound by contractual agreements under GDPR to ensure information is kept confidential and secure. We retain transfer documents to evidence due process.

**Please inform us if any of your details change and we will amend our records accordingly.**

## **Access to personal information**

You have a right under the General Data Protection Regulations and the Freedom of Information Act 2000 to make a subject access request to view or obtain copies of the information Training and Assessment in Healthcare Ltd holds about you and to amend it should it be inaccurate.

Should you wish to make a Subject Access Request, or have any other concerns please contact:

Alex Pritchard (Operations Lead)  
Training and Assessment in Healthcare Ltd  
15 Hurricane Way, Norwich, NR6 6EZ  
Tel: 01603 611107 Email: [training@tihcuk.com](mailto:training@tihcuk.com)

If you would like this document to be available in another format or would like one of the team to call you to explain this information, please let us know.

This privacy notice is available on our website.