

## **Privacy Policy**

This Privacy Policy sets out how Care and Case Management Services Ltd (CCMS Ltd) uses and protects any information that you give CCMS Ltd when you use this website.

CCMS Ltd is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, you can be assured that it will only be used in accordance with this privacy statement.

CCMS Ltd reserves the right, at its discretion, to make changes to any part of the Website, the Information or these Terms. CCMS Ltd may change this policy from time to time by updating this page. It is important that you check this page from time to time to ensure that you are happy with any changes.

This policy is effective from May 2018. By continuing to use the website you agree to be bound by these terms as amended.

### **What we collect**

We may require basic information which identifies you as an individual (“Personal Information”), such as your name, email address and phone number, in order to enable you to take advantage of particular services that we offer, for example when you send us a request for further information on a specific service or job opportunity. We will only use such Personal Information for the purposes of providing information which you have requested, or for other purposes set out in these Terms.

We may collect the following information:

- Name;
- Address and postcode;
- Email address;
- Telephone number;
- General enquiry information in relation to the request for support.

### **What we do with the information we gather**

We require this information for the purpose of:

- Internal record keeping.

### **Security**

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure, we have put in place highly encrypted electronic systems and managerial procedures to safeguard and secure the information we collect online.

## **Cookies**

A cookie is a small file which asks permission to be placed on your computer's hard drive. Once you agree, the file is added and the cookie helps analyse web traffic or lets you know when you visit a particular site or page. Cookies allow web applications to respond to you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering information about your preferences. Traffic log cookies identify which pages are being used. This helps with analysis of data about webpage traffic and improve a website in order to tailor it to customer needs. This information is only used for statistical analysis purposes and then the data is removed from the system. Further information on cookies can be found on the following website [www.allaboutcookies.org](http://www.allaboutcookies.org).

CCMS do not currently use cookie technology to collect personal information however should this change in the future our policy will be updated and you will have the option to accept or decline cookies on our Website.

The Internet is a global environment and using the Internet to collect and process data can involve the transmission of data on an international basis. Therefore, by browsing our Website and communicating electronically with us, you acknowledge our processing of data in this way. However, we will endeavour to protect all Personal Information collected through our Website in accordance with our data protection standards.

## **Links to other websites**

Our website may contain links to other useful websites of interest. However, once you have used these links to leave our site, you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any information which you provide whilst visiting such sites and such sites are not governed by this privacy statement. You should exercise caution and look at the privacy statement applicable to the website in question.

## **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your explicit permission or are required by law to do so. Employees, associates and agents of CCMS Ltd may be given access to any Personal Information which we collect, but their use shall be limited to the performance of their duties and in line with the reason for processing.

Our employees, associates and agents who have access to your Personal Information are required to keep that information confidential and are not permitted to use it for any purposes other than to enable you to use the Website or to deal with requests which you submit to us.

We may use your Personal Information to send you promotional information about CCMS Ltd and other information related to our industry.

You may request details of personal information which we hold about you. If you would like a copy of the information held on you please write to CCMS Ltd, The Old Smithy, 1 North Road, Stokesley, North Yorkshire, TS9 5DU.

If you believe that any information we are holding on you is incorrect or incomplete, or have

any other data protection related issues or queries, please write to Alyson Robinson, Data Protection Lead, as soon as possible at the above address. We will promptly correct any information found to be incorrect.

If you are concerned that we have breached a privacy law or code binding on us, please send an email marked "Urgent" to Alyson Robinson, Data Protection Lead, at [alyson.robinson@ccms.org.uk](mailto:alyson.robinson@ccms.org.uk).

We aim to respond in a reasonable time (normally 24 hours). Our Data Protection Lead will manage your complaint and will give you additional information about how it will be handled.

You have the right to complain to the Information Commissioner's Office (ICO) if you believe we have not handled your request in an appropriate manner. For information on contacting the ICO please see their website [www.ico.org.uk](http://www.ico.org.uk).