

## **INTERNET PRIVACY NOTICE**

### **1.0 GDPR (GENERAL DATA PROTECTION REGULATION)**

- 1.1 The General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679) is a regulation by which the European Parliament, the European Council and the European Commission intend to strengthen and unify data protection for individuals within the European Union.
- 1.2 The Regulation cover both written and computerised information and the individual's right to see such records. It is important to note that the Regulation also cover records relating to staff and volunteers.
- 1.3 The Regulation also relate to visitors to our website and to the protection of their personal information.

### **2.0 COMMITMENT**

- 2.1 We recognise the importance of protecting the privacy of information collected about visitors to our web site, in particular information that is capable of identifying an individual ("personal information"). This Internet Privacy Policy governs the manner in which our personal information, obtained through the web site, will be dealt with.
- 2.2 Adelfi Care Services is committed to protecting and preserving the privacy of our visitors when visiting our website or communicating electronically with us. This Privacy Policy contains an explanation of what happens to personal data that you choose to provide to us, or that we collect from you whilst you visit this site.
- 2.3 This Internet Privacy Policy will be reviewed periodically so that you are updated on any changes. We welcome your comments and feedback.

### **3.0 INFORMATION**

- 3.1 Personal information about visitors to our site is collected only when knowingly and voluntarily submitted. For example, we may need to collect such information to provide you with further Services or to answer or forward any requests or enquiries. It is our intention that this policy will protect your personal information from being dealt with in a way that is inconsistent with applicable privacy laws in the United Kingdom.

### **4.0 USE OF INFORMATION**

- 4.1 Personal information that visitors submit to our site is used only for the purpose for which it is submitted.
- 4.2 In the operation of our website we may collect and process certain data and information relating to you and your use of this site. This data and information are detailed below:

- Details of visits to our website and the pages and resources that are accessed, including, but not limited to, traffic data, location data and other communication data that may assist us in understanding how visitors use this website.
- Information that visitors provide to us as a result of filling in forms on our website, such as when a visitor registers for information to be provided.
- Information provided to us when our visitors communicate with us electronically for any reason.

4.3 Apart from where you have consented or disclosure is necessary to achieve the purpose for which it was submitted, personal information may be disclosed in special situations where we have reason to believe that doing so is necessary to identify, contact or bring legal action against anyone damaging, injuring, or interfering (intentionally or unintentionally) with our rights or property, users, or anyone else who could be harmed by such activities. Also, we may disclose personal information when we believe in good faith that the law requires disclosure.

## **5.0 SECURITY**

5.1 We strive to ensure the security, integrity and privacy of personal information submitted to our sites, and we review and update our security measures in light of current technologies. Unfortunately, no data transmission over the Internet can be guaranteed to be totally secure.

5.2 However, we will endeavour to take all reasonable steps to protect the personal information you may transmit to us or from the use of our site. Once we do receive your transmission, we will also make our best efforts to ensure its security on our systems.

5.3 In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us. However, we will not be held responsible for events arising from unauthorised access to your personal information.

## **6.0 USE OF COOKIES**

6.1 We use cookies to provide you with a better experience. These cookies allow us to increase your security by storing your session ID and a way of monitoring single user access. This aggregate, non-personal information is collated and provided to us to assist in analysing the usage of the site.

## **7.0 ACCESS TO INFORMATION**

7.1 We will endeavour to take all reasonable steps to keep secure any information which we hold about you, and to keep this information accurate and up to date. If, at any time, you discover that information held about you is incorrect, you may contact us to have the information corrected.

7.2 In addition, our employees and the contractors who provide services related to our information systems are obliged to respect the confidentiality of any personal information held by us.

## **8.0 STORAGE OF INFORMATION**

- 8.1 When we collect data from you, we take reasonably necessary steps to ensure that it is stored securely on our systems and treated in accordance with this privacy policy and the requirements of GDPR.