

## **Bloomfields PNH Website Privacy Policy**

This privacy policy sets out how Bloomfield Care Homes Limited uses and protects any information that you give to Bloomfields Private Nursing Home when you use this website.

Bloomfield Care Homes Limited 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, then you can be assured that it will only be used in accordance with this privacy statement.

Bloomfield Care Homes Limited may change this policy from time to time by updating this page. You should check this page from time to time to ensure that you are happy with any changes. This policy is effective from 21st May 2018.

### **What we collect**

We may collect the following information:

- full name, email, telephone number
- mail address if provided
- nature of the enquiry

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

We require this information to understand your needs and provide you with a better service, and in particular for the following reasons:

- Internal record keeping.
- We may use the information to improve our services.
- We may contact you by email, phone, fax or mail.

### **Security**

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

### **Controlling your personal information**

We will not sell, distribute or lease your personal information to third parties unless we have your permission or are required by law to do so.

You may request details of personal information which we hold about you under the Data Protection Act 1998. A small fee will be payable. If you would like a copy of the information held on you please write to Data Protection Compliance Officer, Bloomfield Care Homes Limited, 115-117 North Road, Belfast, BT5 5NF.

If you believe that any information we are holding on you is incorrect or incomplete, please write to or email us as soon as possible, at the above address. We will promptly correct any information found to be incorrect.