



Caring is our passion... Compassion is our belief...

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Data Protection & Access to Records

Policy Number 08

Introduction

NOA Healthcare Ltd will collect and store data in the course of its business activity and regards the secure storage of that data and monitoring access to records to be a prime function of the company.

Policy

Only data relevant to the conduct of business will be collected and stored. Some data/information about Members will be made available to Clients and vice versa. Such information will be confined to that required to ensure the best match of requirements to needs. Members and Clients will have access to data personal to them.

There may be other occasions when NOA Healthcare Ltd may be required to submit data/information to third parties. Examples of which are; to aid a criminal investigation; in the investigation of an allegation or complaint; to protect the wellbeing or safety of the public: This list is not exhaustive.

Members and Clients will be informed in the event a third party request for data/information is made, unless doing so is prohibited for legal reasons.

Policy Origin

In House Policy.

References

Data Protection Act 1998

Freedom of Information Act 2000

Date Policy Active.

To be determined once verified by the management group.

Review Date.

12 months after verification.

Quality Assurance Reference

POL/08/14