



## **Fair Processing Notice for Next of Kin/ Emergency Contact**

CHICKS, we respect your personal data. This Fair Processing Notice explains how we will use your personal data when you have been named as a next of kin or an emergency contact.

### Our contact details

CHICKS is the trading name of CHICKS Ltd

Company number: 3440794 | Charity registration number: 1090457

Registered address:

CHICKS Moorland Retreat  
Brentor  
Tavistock  
Devon  
PL19 0LX

Phone: 01822 811020

Email: [info@chicks.org.uk](mailto:info@chicks.org.uk)

Our Data Protection Officer is Joanna Foster and she can be contacted at [DPO@chicks.org.uk](mailto:DPO@chicks.org.uk)

### What personal data do we collect about you; how do we use that personal data; what is our legal basis and how long do we retain your data?

When you have been nominated as a next of kin or an emergency contact, we need to hold your name, address and phone numbers on our system and use it to contact you if necessary. Our legal basis for doing so is legitimate interest as it is a legitimate activity of a business to hold emergency contact/ next of kin details. We will only use your data when necessary.

You have the right to object to us holding your data. Please contact us if you do.

### Do we use any automated decision making?

We do not use any automated decision making.

### Who do we share your personal data with?

- our software providers
- cloud service providers

- the emergency services, if required

### Do we transfer your personal data outside of the EU or EEA?

We do not transfer your personal data outside of the EU.

### Your rights

You have rights in respect of our processing of your personal data which are:

- To access to your personal data and information about our processing of it. You also have the right to request a copy of your personal data (but we will need to remove information about other people).
- To rectify incorrect personal data that we are processing.
- To request that we erase your personal data if:
  - we no longer need it;
  - if we are processing your personal data by consent and you withdraw that consent;
  - if we no longer have a legitimate ground to process your personal data; or
  - we are processing your personal data unlawfully
- To object to our processing if it is by legitimate interest.
- To restrict our processing if it was by legitimate interest.
- To request that your personal data be transferred from us to another company if we were processing your data under a contract or with your consent and the processing is carried out automated means.

If you want to exercise any of these rights, please contact us.

If you have any questions or concerns, please contact us as most matters can be resolved informally in the first instance.

You also have the right to lodge a complaint about our processing the UK's Information Commissioner's Office.