

WHO WE ARE:

Daisy Bogg Consultancy Limited (DBC) is a Health and Social Care Consultancy firm that has been operating for 10 years. DBC is currently transitioning to a new company DCC Interactive Limited, known as DCC-i, which will acquire DBC in its entirety. Therefore from the 1st January 2021 all Data provided to either company will be available to the other. This Privacy notice covers all information provided to and/or stored, processed or shared by both companies.

Some of our key business functions include:

- Professional Training & Continued Professional Development
- Evaluation and Research Projects
- Framework and Policy Development
- Professional Supervision
- Independent Social Work Assessments

OUR CONTACT DETAILS:

Daisy Bogg Consultancy Ltd (Company No: 7300621)
DCC Interactive Ltd (Company No: 13075266)
22 St John Street,
Newport Pagnell
MK16 8HJ

01908 299445

Enquiries@daisyboggconsultancy.co.uk

Crew@dcc-i.co.uk

www.daisyboggconsultancy.co.uk

www.dcc-i.co.uk

22 St John Street, Newport Pagnell. MK16 8HJ
Telephone: 01908 299445.

Email: Crew@DCCinteractive.co.uk

Web: www.daisyboggconsultancy.co.uk

DBC Registered in England & Wales. Reg No: 7300621

DCCi Registered in England & Wales. Reg No: 13075266



OUR DATA PROTECTION DETAILS:

DBC is registered with the Information Commissioners Office. Our registration number is: ZA136846. DBC was first registered on 26 August 2015, and the current registration is valid until 25 August 2021.

DCC-i is registered with the Information Commissioners Office. Our registration number is: ZA839281 DCC-i was first registered on 3rd January 2021, and the current registration is valid until 2nd January 2022.

The Data Protection Officer (DPO) to deal with all queries in relation to Data Protection is: Chloe Whittall – Professional Development Officer for DBC and Director for DCC-i.

WHAT THIS PRIVACY NOTICE IS FOR:

This Privacy Notice sets out how any Personal Data provided to DBC or DCCi is collected, stored and used, this is referred to as Data Processing. All data processed by DBC/DCC-i is undertaken in accordance with the UK General Data Protection Regulations (GDPR) 2019 which come into force on 1st January 2021. You can learn more about your rights under the UK GDPR at: [Individual rights | ICO](#)

OUR PRINCIPLES AND PROMISES FOR PROCESSING DATA:

- DBC use the GDPR 2018 definitions of Personal Data, Special Category Data and Criminal Offence Data.
- Personal Data is information that include any attributable information such as your name, age, address, contact details or electronic identifiers.
- Special Category Data includes sensitive data such as revealing your health information, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership status.
- Criminal Offence Data contains records and details of your criminal offences.





We ensure that all data is

1. Processed lawfully, fairly and in a transparent manner;
2. Collected only for specified, explicit and legitimate purposes;
3. Adequate, relevant, limited to what is necessary for the purpose for which it is collected;
4. Accurate and kept up to date;
5. Kept for no longer than is necessary; and
6. Kept securely.

OUR OBLIGATIONS AND YOUR RIGHTS

DBC will ensure that we inform you under which legal basis your information is being obtained and processed, usually this will be one of the following three reasons:

1. **Consent** – You have expressly consented to us having your data and providing you with a service. This legal basis is usually used for direct marketing purposes. We will also ask for your direct consent to use your information for any other purpose than for which it was originally provided. **You are fully in control of any information that you have provided consent for, you can withdraw your consent at any time and we will no longer use your data and will delete it if requested.** If you wish to withdraw your consent, please contact us at enquiries@daisyboggconsultancy.co.uk or crew@dcc-i.co.uk
2. **Contract** – You have entered, or wish to enter, a contract with us directly, you are giving us data to enable us to provide you with a quote or service according to the contract. We will process as your data as agreed in the terms of the contract that you have entered.
3. **Legitimate Interests** – We are providing you with a service, which may be commissioned via a 3rd party (i.e. a training broker, your employer, the department of Health and Social Care) or we are undertaking a legitimate business function, and we need your information to be able to undertake this task properly. *For example: we need delegate information for training courses to give you access to our MS Teams and/or make reasonable adjustments to support you with a learning need you have.*





This is the legal basis for processing data when we need to use your information for a legitimate business purpose and there is no other realistic alternative. To use this basis we need to be as sure as we can be that we are using your data in a way that you would reasonably expect us to, which will have a minimal impact on your privacy and will not cause you harm. We cannot always offer you the right to erase your information when it has been obtained under this basis. *For example: if we have issued an OCN accredited certificate we are required to keep a record of this for quality assurance purposes.*

If we have provided you with specific information in the past, i.e. our in-house training courses, our annual training course catalogue or information on an event or conference, we may use the 'legitimate interests' basis for continuing to send you this information; however as this is a form of marketing, we will always respect your 'right to object' and we will immediately stop contacting you for these purposes. If you have received information of this nature and you wish this to stop, please contact us at: enquiries@daisyboggconsultancy.co.uk or crew@dcc-i.co.uk

Under the UK GDPR you have:

- The right to be informed of what data we collect, how it is used and why
- The right to access a copy of, or a summary of the data we hold about you
- The right to rectification, if the data we hold is incorrect
- The right to erasure of your data (where applicable)
- The right to restrict how we process your data
- The right to data portability (for automated data)
- The right to object to how we process your data
- Rights in relation to automated decision making and profiling (If carried out)

If for any reason your data rights have been breached, we will do everything possible to rectify this and minimise the harm caused to you through any data loss or misuse. **Our process for dealing with data breaches can be found in our full Confidentiality and Data Protection Policy.**

You have the right to raise a complaint with the Information Commissioners Office if you do not feel we have adequately responded to your concerns, for more information see: [Make a complaint | ICO](#)





If you wish to request:

- Access to your data
- Rectification of a mistake in the data we hold about you
- Restriction or Objection to the processing of your data
- Erasure of your data

Please contact us at Enquiries@Daisyboggconsultancy.co.uk or crew@dcc-i.co.uk

We will:

- Record and acknowledge your request on receipt.
- Ensure the Data Protection Officer is made aware of the request within 3 working days.
- Review your request within 10 Working Days.
- Respond within 1 calendar month if possible.
- If your data request is lengthy or complex we may seek to agree an extension with you which will be no longer than 2 months.
- If we agree to your request we will provide the information in a clear, accessible manner.
- If we are refusing your request will inform you of the reasons for this and explain how you can complain if you are not satisfied with the response.

Our process for dealing with data requests can be found in our full Confidentiality and Data Protection Policy.

WHAT DATA DO WE COLLECT AND HOW DO WE USE IT?

For direct services, DBC/DCC-i will be considered the data controller, for services provided on behalf of a 3rd Party (i.e. Training Broker, Employer or the Department of Health and Social Care) we may be the data processor, with shared or delegated responsibilities for data control.

The most common data we collect is your name, email address, job role, workplace address and phone number so that we can liaise with you regarding the services we provide for you. If you are attending training with us, we may also receive data that you have provided directly or via your employer regarding any physical or learning needs that you have to ensure the trainer can meet your needs, as this information is sensitive, it is routinely deleted from our systems on a rolling 12 month basis.





If you are attending training provided using the MS Teams Platform, your email address is utilised to create a Guest Account for you within an area of our MS Teams account that is dedicated to the organisation who has booked the training.

We strongly advise against the use of personal emails for this purpose. If you do provide your organisation or us with your personal email address, it is important that you are aware other guest members of that organisational team can see it. We will delete your guest account within 7 working days, so you will need to download any materials you wish to keep prior to this.

If we are provided with an organisational email address your guest account will remain active unless you ask us to remove it, your organisation gives us formal notice that it will no longer be using our services or no bookings have been made by your organisation in the previous 6 months or for the next 6 months, the whole area will then be deleted.

The most common data we retain is email communication. This is usually kept for a maximum of 7 years. This enables DBC/DCC-i to be able to respond to all data requests, contract disputes, evidence services delivered and legal matters. If contracts have ended the emails will be archived. Contact information will not be used for any other purposes than those they were originally initiated for. You can apply for email communications to be considered for erasure on a case-by-case basis, and routine personal and sensitive data provided for the purposes of training courses is deleted from emails on a rolling 6 month basis.

Our website also routinely gathers basics information through “cookies”. You will be informed of this via the website and asked to give your consent to this process.

DBC/DCC-I occasionally undertakes Research and Evaluations for organisations. Information gathered for research and evaluation processes is anonymised for reporting purposes unless we have express permission to include individual data or examples. Raw data is archived and will not be used for any purpose other than which it was gathered. This information can be considered for deletion on request; however any data gathered under the criteria of ‘legitimate interest’ can be retained to evidence the project work completed.





DBC/DCC-i occasionally undertake independent Social Work Assessments.

Information gathered as part of independent Social Work Assessments for Local Authorities or Courts must be retained under the basis of a legal requirement and/or on public interest basis, this information will be archived securely and not used for any purpose other than for which it was intended.

DBC/DCCi provides independent supervision services, much information is given by 'Consent' therefore is eligible for consideration of erasure, however the data is ultimately recorded under the 'Legitimate Interest' UK GDPR definition (detailed above) as we may need to refuse any request for refusal if it is essential for DBC/DCC-i to be able to evidence services provided or actions taken in line with the expectations of Social Work England and the BASW Code of Ethics.

DBC/DCCi also provide Practice Education/ASYE Assessment and PE Mentoring and Assessment Services. This service is agreed by contract, however the information will be held under the 'Public Task' UK GDPR definition, as this information relates to the achievement of a professional qualification/completion of an assessed period of employment it may be required in verifying or querying of the relevant award and therefore will be kept indefinitely and is not eligible for deletion. The information will be archived securely once the award and moderation is confirmed.

PROTECTING YOUR DATA

All data stored electronically is protected by the use of a secure cloud system, encryption where appropriate, and a robust IT Policy to ensure staff maintain system security. Physical storage of information is minimal and is kept in locked storage within an office on private property which is kept locked when not staffed. Information in transit is the responsibility of the DBC/DCCi staff member or associate transporting it, information will be kept secure and minimal personal data will be transported to reduce the likelihood of data loss.





SAFEGUARDING AND PUBLIC PROTECTION

Occasionally we may be obliged to breach your confidentiality and share information you have given, or information received about you, even if you do not consent. This decision will always be approved by a senior member of staff, and where possible you will be informed. These exceptional circumstances are:

- A situation which raises concerns about the safety of a child or vulnerable adult
- Immediate danger to the person or someone else
- As required by Counter Terrorism Legislation of 2006, 2015 or 2019.
- A reportable concern under a professional registration i.e. SWE

