

# Specialist Nursing Solutions Ltd

## Privacy Notice (UK GDPR)

**Effective Date:** March 2026

**Next Review Date:** March 2027

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### 1. Introduction

Specialist Nursing Solutions Ltd understands that your privacy is important. We are committed to protecting your personal data and handling it in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the Data Protection Act 2018.

This Privacy Notice explains how we collect, use, store, and protect your personal data, as well as your legal rights.

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### 2. Information About Us

**Specialist Nursing Solutions Ltd**

Company Number: 10624570

Registered Address: **2 Kings Court, Harwood Road, Horsham, West Sussex, United Kingdom, RH13 5UR**

Practicing at: The McIndoe Centre, Holtye Road, East Grinstead, West Sussex, RH19 3EB

**Data Protection Officer:** Pamela Golton

Email: sns-ltd@outlook.com

Telephone: 07716 516698

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### 3. What This Notice Covers

This Privacy Notice explains: - What personal data we collect - How we use it - How we store and protect it - Your rights

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### 4. What Is Personal Data?

Personal data means any information relating to an identifiable individual. This includes names, contact details, medical information, and identifiers.

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## 5. Your Rights

Under UK GDPR, you have the right to:

- Be informed
- Access your personal data
- Rectify inaccurate data
- Request erasure ("right to be forgotten")
- Restrict processing
- Object to processing
- Data portability
- Not be subject to automated decision-making

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO).

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## 6. What Personal Data We Collect

We may collect the following:

- Name
- Date of birth
- Address
- Email address
- Telephone number
- Insurance/payment details
- GP details
- Medical and treatment records

We may also receive information from:

- Consultant surgeons
  - GP practices
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## 7. How We Use Your Personal Data

We use your personal data for:

- Providing healthcare services
- Managing appointments and treatment
- Communicating with you
- Administrative and record-keeping purposes
- Legal and regulatory compliance

### Lawful Bases

We rely on the following legal bases:

- Performance of a contract

- Legal obligation
  - Legitimate interests
  - Consent (where applicable)
  - Provision of healthcare (special category data)
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## **8. Marketing**

We will only send marketing communications where permitted by law or where you have given consent. You can opt out at any time.

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## **9. How Long We Keep Your Data**

We retain personal data only as long as necessary, including:

- Duration of treatment
- Legal retention requirements for medical records

Data is securely deleted when no longer required.

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## **10. Storage and Security**

We store data securely within the UK using:

- Encrypted systems
  - Access controls
  - Secure physical storage
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## **11. Sharing Your Data**

We may share your data with:

- Healthcare professionals involved in your care
- Regulatory bodies
- Legal authorities (where required)

We do not sell your personal data.

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## **12. International Transfers**

We do not transfer your personal data outside the UK unless appropriate safeguards are in place.

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## **13. Accessing Your Data (Subject Access Requests)**

You have the right to request a copy of your personal data.

- Requests must be made in writing
  - We respond within one month
  - No fee is usually charged
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## **14. Contact Us**

For all data protection queries:

Email: [sns-ltd@outlook.com](mailto:sns-ltd@outlook.com)

Telephone: 07716 516698

Address: 2 Kings Court, Harwood Road, Horsham, West Sussex, RH13 5UR

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## **15. Changes to This Notice**

We may update this Privacy Notice from time to time. The latest version will always be available upon request.

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**End of Privacy Notice**