

# Specialist Nursing Solutions Ltd

## Data Protection Policy (UK GDPR)

**Effective Date:** March 2026

**Next Review Date:** March 2027

---

### 1. Introduction

This Policy sets out the obligations of Specialist Nursing Solutions Ltd (Company No. 10624570), whose registered office is at **2 Kings Court, Harwood Road, Horsham, West Sussex, United Kingdom, RH13 5UR** ("the Company"), regarding data protection and the rights of patients, staff, and business partners ("data subjects") in accordance with the **UK General Data Protection Regulation (UK GDPR)** and the Data Protection Act 2018.

The Company is committed to ensuring that personal data is handled lawfully, fairly, and transparently, and that the rights and freedoms of individuals are protected at all times.

---

### 2. Definitions

- **Personal Data:** Any information relating to an identified or identifiable individual.
  - **Processing:** Any operation performed on personal data (e.g., collection, storage, use, deletion).
  - **Data Controller:** The organisation determining how and why personal data is processed.
  - **Data Processor:** A party processing data on behalf of the Company.
- 

### 3. Data Protection Principles

The Company complies with the UK GDPR principles. Personal data shall be:

1. Processed lawfully, fairly, and transparently
  2. Collected for specified, explicit, and legitimate purposes
  3. Adequate, relevant, and limited to what is necessary
  4. Accurate and kept up to date
  5. Retained only as long as necessary
  6. Processed securely
- 

### 4. Lawful Basis for Processing

The Company processes personal data under the following lawful bases:

- Consent
- Contractual necessity

- Legal obligation
  - Vital interests
  - Public task
  - Legitimate interests
- 

## **5. Rights of Data Subjects**

Individuals have the right to:

- Be informed
- Access their data
- Rectify inaccurate data
- Erase data (where applicable)
- Restrict processing
- Data portability
- Object to processing
- Not be subject to automated decision-making

Requests must be responded to within one month.

---

## **6. Data Collection and Use**

The Company collects and processes personal data including:

- Patient identification and contact details
- Medical and treatment records
- Staff and contractor information

Data is collected directly from individuals or from authorised third parties and is used only for legitimate business and healthcare purposes.

---

## **7. Data Accuracy**

The Company ensures personal data is accurate and up to date. Individuals may request corrections at any time.

---

## **8. Data Retention**

Personal data is retained only as long as necessary and in accordance with legal and regulatory requirements. When no longer required, it is securely deleted or destroyed.

---

## 9. Data Security

The Company implements appropriate technical and organisational measures, including:

- Encryption of sensitive data
- Secure storage systems
- Access controls and password protection
- Staff training on data protection

Personal data must not be shared without proper authorisation.

---

## 10. Data Sharing and Transfers

Personal data may be shared with:

- Healthcare professionals
- Regulatory authorities
- Approved third-party service providers

Transfers outside the UK will only occur where adequate safeguards are in place.

---

## 11. Data Breaches

All data breaches must be reported immediately to the Data Protection Officer.

Where required, breaches will be reported to the Information Commissioner's Office (ICO) within 72 hours and affected individuals will be notified where there is a high risk.

---

## 12. Data Protection Officer

The Company's Data Protection Officer is:

**Pamela Golton**

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

The DPO is responsible for monitoring compliance and handling data protection queries.

---

## 13. Staff Responsibilities

All staff must:

- Follow this policy
- Handle data securely
- Report any breaches immediately

- Complete data protection training
- 

## **14. Third Parties**

All third parties processing data on behalf of the Company must comply with UK GDPR and have appropriate safeguards in place.

---

## **15. Policy Review**

This Policy will be reviewed annually or when required due to changes in legislation or business practices.

---

## **16. Approval**

Approved by:

**Pamela Golton**

Director

Date: March 2026

---

**End of Policy**