

Date Registered: 07 January 2008 Registration Expires: 06 January 2012

Privacy and Data Protection Statement

Medilink (Yorkshire and Humber) Ltd is registered as a data user with the Office of the Information Commissioner (Registration Number: Z1166180.)

Data will be collected and used in accordance with Medilink (Yorkshire and Humber) Ltd's Data Protection Policy.

Medilink (Yorkshire and Humber) Ltd is committed to ensuring full compliance with all aspects of the Data Protection Act 1998 and will use all reasonable endeavours to comply with the eight data protection principles set out in the Act, which state that personal data must be:

- 1. Processed fairly and lawfully**
- 2. Only processed for the purposes for which it is obtained**
- 3. Adequate, relevant and not excessive**
- 4. Accurate, up to date and necessary**
- 5. Only kept as long as needed**
- 6. Processed in accordance with the data subject's rights**
- 7. Surrounded by proper security**
- 8. Not transferred outside the European Economic Area (EEA)**

Outlined below are the purposes for data that is being stored by Medilink.

Purpose 1 Staff Administration

Purpose Description: Appointments or removals, pay, discipline, superannuation, work management or other personnel matters in relation to the staff of the data controller.

Data subjects are: Staff including volunteers, agents, temporary and casual workers
Relatives, guardians and associates of the data subject
Data classes are: Personal Details, Family, Lifestyle and Social Circumstances, Education and Training Details, Employment Details, Financial Details, Racial or Ethnic Origin, Religious or Other Beliefs Of A Similar Nature, Trade Union Membership, Physical or Mental Health or Condition

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Current, past or prospective employers of the data subject
Education, training establishments and examining bodies
Suppliers, providers of goods or services
Financial organisations and advisers
Central Government
Employment and recruitment agencies
Transfers: None outside the European Economic Area

Purpose 2

Advertising, Marketing & Public Relations

Purpose Description: Advertising or marketing the business of the data controller, activity, goods or services and promoting public relations in connection with that business or activity, or those goods or services.

Data subjects are: Customers and clients

Complainants, correspondents and enquirers

Advisers, consultants and other professional experts

Data classes are: Personal Details

Family, Lifestyle and Social Circumstances

Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Data subjects themselves

Business associates and other professional advisers

Suppliers, providers of goods or services

Transfers:

None outside the European Economic Area

Purpose 3

Accounts & Records

Purpose Description: Keeping accounts related to any business or other activity carried on by the data controller, or deciding whether to accept any person as a customer or supplier, or keeping records of purchases, sales or other transactions for the purpose of ensuring that the requisite payments and deliveries are made or services provided by him or to him in respect of those transactions, or for the purpose of making financial or management forecasts to assist him in the conduct of any such business or activity

Data subjects are: Customers and clients, Suppliers, Complainants, correspondents and enquirers

Data classes are: Personal Details, Financial Details, Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):

Business associates and other professional advisers

Employees and agents of the data controller

Other companies in the same group as the data controller

Suppliers, providers of goods or services

Financial organisations and advisers

Credit reference agencies

Debt collection and tracing agencies

Central Government

Transfers: None outside the European Economic Area

Purpose 4

Administration of Membership Records

Purpose Description:

The administration of membership records.

Data subjects are:

Staff including volunteers, agents, temporary and casual workers

Members or supporters

Complainants, correspondents and enquirers

Donors and lenders

Data classes are:

Personal Details

Family, Lifestyle and Social Circumstances

Financial Details
Goods or Services Provided
Membership Details

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):
Data subjects themselves
Relatives, guardians or other persons associated with the data subject
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Financial organisations and advisers
Central Government
Members including shareholders
Transfers:
None outside the European Economic Area

Purpose 5
Trading / Sharing in Personal Information

Purpose Description:
The sale, hire or exchange of personal information.

Data subjects are:
Customers and clients
Complainants, correspondents and enquirers
Relatives, guardians and associates of the data subject
Advisers, consultants and other professional experts
Data classes are:
Personal Details
Family, Lifestyle and Social Circumstances
Education and Training Details
Employment Details
Financial Details
Goods or Services Provided

Sources (S) and Disclosures (D)(1984 Act). Recipients (1998 Act):
Data subjects themselves
Employees and agents of the data controller
Other companies in the same group as the data controller
Suppliers, providers of goods or services
Persons making an enquiry or complaint
Traders in personal data
Transfers:
None outside the European Economic Area