



# Privacy Policy

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# Privacy Policy

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# Privacy Policy

## 1 Change Control

Version	Modifications	Author	Approved by	Date
1.0	Created	John Owen	John Owen	June 2018

# Privacy Policy

## 2 Introduction

The processing of your data is necessary for the purposes of the legitimate interests of Day Group Ltd. Our privacy statement outlines what this means in practice and explains how Day Group Ltd collects, stores, manages and protects your data. Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services on the basis of Union or Member State law or a contract with a health professional.

## 3 The Data We May Hold

If you are a customer, supplier, contractor or employee, most of the data we hold would have been provided by you. This may include:

- Your name, title, gender and date of birth
- Your home address, email address and telephone numbers
- Health information

Some of the personal data we may hold about you has been provided by you during interactions with our employees namely:

- Updates to your contact details. Address, email and phone
- Records of verbal or email conversations / meetings
- Your family and partner / spousal details
- A record of the communications we have sent to you and any responses to such communications
- Your contact preferences
- Your current job title, employer and work email addresses
- Previous role(s) and job title

## 4 What We May Use Your Information For

Where you have opted in, the information you provide is used by the business to communicate with you. These may include:

- Providing you with the services, products and information you asked for
- The promotion of benefits and services available to you
- The promotion of Day Group Ltd
- Distribution of business mailings

## 5 Data Analysis And Updating Your Contact Details

To ensure that our communications are relevant to you and your interests, we may use tools that help us track whether the emails we send are opened and which links are clicked within a message. We may also track website visits and use analytical tools, such as Google Analytics, to use this information to improve our website.

# Privacy Policy

## 6 Other Websites

Our website may contain links to other websites. This privacy policy only applies to the data stored and processed by Day Group Ltd so when you link to other websites you should read their own policy.

## 7 How Long Is Personal Data Held?

Personal data is held in line with our Records Management Policy and Schedule, this is available upon request.

## 8 Your Right To Make Changes Or Ask Us To Stop Using Your Data

You are in control of your data and have the right to opt-out of all or specific communications types at any point.

You also have the right to request copies of the data held about you, to do so please submit a 'Subject Access Request' to the Data protection Officer at Day Group Ltd, Transport Avenue, Brentford, TW8 9HF.

## 9 If You Have A Concern About How Your Data Is Being Handled

You can contact the business via our website or [dpo@daygroup.co.uk](mailto:dpo@daygroup.co.uk). In addition, you can raise any concerns direct with the Information Commissioner Office (ICO) via <https://ico.org.uk/>.

## 10 Changes To The Privacy Statement

In the interested of being transparent we may amend this Privacy Statement from time to time. Any significant changes to this Policy or to the way we treat your data will be communicated via the Company website.

## 11 Further Information

If you have any questions which you feel have not been answered by this Privacy Statement, please do not hesitate to contact the Data Protection Officer at [dpo@daygroup.co.uk](mailto:dpo@daygroup.co.uk) or write to the Company Secretary.