



Register of data controllers

Entry details

Organisation name : Help and Company at Home Ltd

Registration reference : ZA092722

Date registered : 30 January 2015

Registration expires : 29 January 2019

Organisation Address

Parthings Farm

Tower Hill

Horsham

West Sussex

RH13 0JS

Companies House registration number: 07167417

Trading names

Help and Company

Customer enquiry contact details

Director

Email address: ian@helpandcompany.com

Nature of work description

Nature of work - Domiciliary Care

Description of processing

The following is a broad description of the way this organisation/data controller processes personal information. To understand how your own personal information is processed you may need to refer to any personal communications you have received, check any privacy notices the organisation has provided or contact the organisation to ask about your personal circumstances.

Reasons/purposes for processing information

We process personal information to enable us to provide care in the home to our clients; to promote our services; maintain our own accounts and records and support and manage our staff.

Type/classes of information processed

We process information relevant to the above reasons/purposes. This may include:

- personal details
- family details
- lifestyle and social circumstances
- financial details
- employment and education details
- goods or services provided

We also process sensitive classes of information that may include:

- physical or mental health details
- sexual life
- racial or ethnic origin
- religious or other beliefs
- trade union membership

Who the information is processed about

We process personal information about:

- clients
- customers
- employees
- suppliers and service providers
- professional experts and consultants
- complainants, enquirers

Who the information may be shared with

We sometimes need to share the personal information we process with the individual themselves and also with other organisations. Where this is necessary we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons.

Where necessary or required we share information with:

- family, associates and representatives of the person whose personal data we are processing
- current, past or prospective employers
- employment and recruitment agencies
- financial organisations
- educators and examining bodies
- credit reference agencies
- debt collection and tracing agencies
- business associates and other professional advisers
- healthcare and welfare organisations
- suppliers, providers of goods or services
- persons making an enquiry or complaint;
- central government

Transfers

It may sometimes be necessary to transfer personal information overseas. When this is needed information is only shared within the European Economic Area (EEA). Any transfers made will be in full compliance with all aspects of the data protection act.

End of Report