

## **Privacy Notice**

First Person Resources Limited (also known as 'FPR') is the Data Processor for all personal information we process about you.

We will always respect your privacy and will only use your information for specified and lawful purposes as provided for under the General Data Protection Regulation (GDPR) and as determined by the Data Controller through their instructions to us. We will use and handle your information responsibly and will take all appropriate organisational and technical measures to safeguard your information from accidental or unlawful destruction, loss, alteration, unauthorised disclosure or access.

### **What type of information we have**

We currently process the information about you on behalf of the Data Controller, including:

- Personal identifiers, contacts and characteristics (for example, name, date of birth, address and contact details)
- Medical records, including Hospital and GP records
- Other records, such as education records or case management records
- Personal details obtained at assessment
- History of relevant events regarding the index incident being claimed
- Reports from other experts to the Court

### **How we get the information and why we have it**

Most of the personal information we process is provided to us directly by the Data Controller and verbally by you at assessment to enable us to make accurate assessments for the Court on your care and care management requirements, both in the past and for the future.

Under the General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are:

(a) We have a contractual obligation.

(b) We have a legal obligation.

### **What we do with the information we have**

We use the information that you and the Data Controller have given us in order to prepare a report for the Court as an expert witness in the Claimant's case. The information is used to prepare our assessment of care and care management needs.

We share this information with the Data Controller and the Court.

### **How we store your information**

Your information is securely stored in both hard copy and electronic copy at Arun House in confidential and access controlled facilities.

We keep any personal information for the duration of the Court case until we are directed by the Court through the Data Controller to destroy our records. We then dispose of your information by using specialist external contractors who shred all paper records and certify their destruction and all electronic records are deleted from the network.

### **International Transfers**

FPR does not transfer personal information outside of the European Economic Area (EEA). However, should the need to do so arise we will contact the Data Controller in advance to seek your consent for a transfer to take place. We will also ensure that where such transfers are carried out they are done so using secure methods that offer sufficient assurances and guarantees that your data is afforded the necessary safeguards to prevent it from accidental or unlawful loss, disclosure, access, alteration or destruction.

### **Your rights**

You may request access to the personal information which we hold about you under Article 15 of the GDPR. To do so, requests must be made in writing (to the address specified below) and we may require you to provide valid forms of identification in order to process your request.

Additionally, if you wish to exercise any of your rights under GDPR, such as where you believe any information we hold about you is incorrect, inaccurate or incomplete, where you wish to restrict or object to processing, or, if you are dissatisfied with the way in which FPR has used your information in any way, you can report the matter to our Data Protection Champion using the following contact details:

Data Protection Champion  
First Person Resources  
Arun House  
Dyson Court  
Staffordshire Technology Park  
Stafford  
ST18 0LQ  
Email: [a.cotterell@fprlimited.co.uk](mailto:a.cotterell@fprlimited.co.uk)

You also have the right to refer any concerns you may have regarding FPR's use of your information to the Information Commissioners Office (ICO) - more information can be found by visiting the ICO's website at: [www.ico.org.uk](http://www.ico.org.uk)