




Review Sheet		
Last Reviewed 14 Feb '23	Last Amended 14 Feb '23	Next Planned Review in 12 months, or sooner as required.
Business impact	 <p>Minimal action required circulate information amongst relevant parties.</p>	
Reason for this review	Scheduled review	
Were changes made?	Yes	
Summary:	This policy will support with the collection and processing of personal data collected on a website. It has been reviewed and an example Website Privacy Statement added in the forms section which sets out how website users' personal information is handled. References have been checked and updated.	
Relevant legislation:	<ul style="list-style-type: none"> • The Privacy and Electronic Communications (EC Directive) Regulations 2003 • Data Protection Act 2018 • UK GDPR 	
Underpinning knowledge - What have we used to ensure that the policy is current:	<ul style="list-style-type: none"> • Author: Information Commissioner's Office, (2021), <i>Guide to the UK General Data Protection Regulation (UK GDPR)</i>. [Online] Available from: https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/ [Accessed: 14/2/2023] • Author: Information Commissioner's Office, (2018), <i>Cookies and similar technologies</i>. [Online] Available from: https://ico.org.uk/for-organisations/guide-to-pecr/cookies-and-similar-technologies/ [Accessed: 14/2/2023] • Author: CQC, (2022), <i>Guidance for providers</i>. [Online] Available from: https://www.cqc.org.uk/guidance-providers/all-services/guidance-providers [Accessed: 14/2/2023] 	
Suggested action:	<ul style="list-style-type: none"> • Encourage sharing the policy through the use of the QCS App 	
Equality Impact Assessment:	QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.	