

Privacy Notice for People We Support

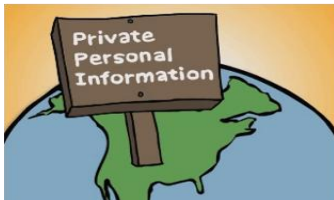


Privacy Notice



The way we use people's personal information is covered by law.

This law is called the General Data Protection Regulation.



Personal information means anything that can be used to find out who you are and how to contact you.



Examples of personal information are:

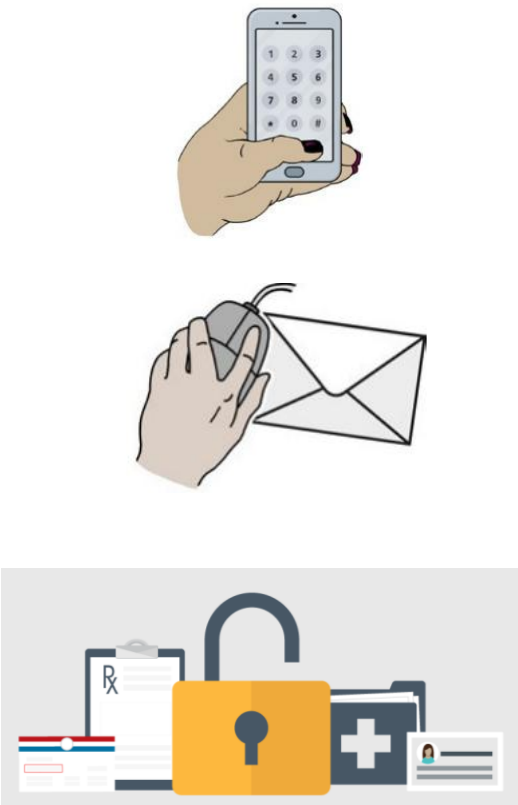
- Your name



- Your age



- Your address

	• Your phone number • Your email address • Information about your health
	We hold this information about you so we can provide you with the best support. We get information about you from people that are important to you and from you and your Support Workers. We need this information to understand you and help you to achieve your goals.
	We keep your information private and only share information about you when we need to. The Service Manager shares information about you with your Support Workers so they can support you safely.



All of our Supported Living Services have to keep to rules and regulations made by the government.

Inspectors will come and visit the Service and may want to see the information that we hold about you.

We will ask your permission before we share your information.

If you are not able to make a decision about sharing your information, we will talk to people who know you well to decide if your information is shared.

We will also share information if the law says we have to.



We keep your personal information safe



You have rights about how your information is managed including:

- You can see the information that we have about you and how we support you.
- You can ask us to make changes to information we hold about you.
- You can ask us to delete information.



We only hold information about you for as long as we need to.



If you want to know about the information we have about you and what we do with it, you can speak to the Service Manager.



If you are unhappy with how we keep and use the information you have given us you can complain to us.

If you are still not happy, you can complain to the Information Commissioner's Office (ICO).

You can contact them at:



<https://www.ico.org.uk/make-a-complaint>



0303 123 1113

