



# EASY READ

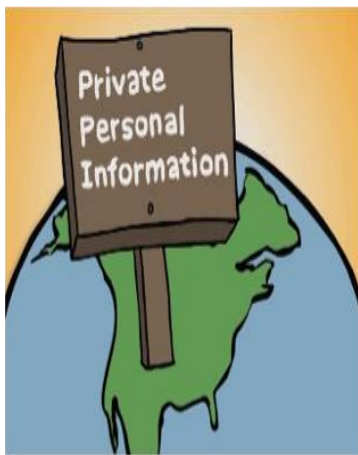


## **General Data Protection Regulation (GDPR) Privacy Notice for People We Support**





## Privacy Notice



We hold lots of information about you. This is known as 'personal data'.

This includes things like:

- Your name
- Your address
- Your age
- Information on people who are important to you.

Some of the information we hold is called 'special category' data which means it is more private.



This includes things like:

- Medical information
- Your likes and dislikes
- What is important to you
- Your routine
- Your support needs
- Financial information.

We only hold information about you that we need.



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.

These rules and regulations make sure that we are providing a good quality service.

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.





	<p>There are some situations e.g. to keep you safe, when RQIA can look at your information without your permission.</p>
	<p>Information about you is kept securely:</p> <ul style="list-style-type: none"><li>• In files in your house / carer's house / our offices / the Short Break Service</li><li>• On our computers</li><li>• In an archiving facility</li></ul>
	<p>You can see the information that we have about you and how we support you.</p> <p>You can ask us to make changes to information we hold about you.</p> <p>You can ask us to delete information.</p> <p>You can ask for copies of the information we hold about you to use for your own purposes.</p> <p>You can ask us to stop processing information about you.</p>
	<p>We only hold information about you for as long as we need to.</p>



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



If you are not happy with what we do with the information we hold about you, you can complain by calling the Information Commissioner's Office helpline on 0303 123 1113.