



EASY READ



General Data Protection Regulation (GDPR) Privacy Notice



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 it 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.



	<p>We hold this information about you so we can provide you with the best support.</p> <p>We get information about you from people that are important to you and from you and your Support Workers.</p> <p>We need this information to understand you and help you to achieve your goals.</p>
	<p>We keep your information private and only share information about you when we need to.</p> <p>The Service Manager shares information about you with your Support Workers so they can support you safely.</p>
	<p>Information about is kept securely:</p> <ul style="list-style-type: none">• In your Person Centred Portfolio in your house• In files in our offices• On our computers• In an archiving facility
	<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>
	<p>If you want to know about the information about you and what we do with it, you can speak to the Service Manager.</p>
	<p>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.</p>