

PRIVACY NOTICE FOR PEOPLE WE SUPPORT



GENERAL DATA PROTECTION REGULATION 2018

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|  | <p>Data Protection means that ALL the information we keep about you is done in a safe and secure way.</p> |
|  | <p>This notice is to inform you of the type of information we keep about you, how we use it, how long we keep it.</p> |
|  <p>Principles</p> | <p>We will make sure information held by us is</p> <ul style="list-style-type: none"> • Handled according to the law • Only used for what we're supposed to use it for • The minimum amount needed • Accurate and up-to-date • Not kept too long • Confidential and safe <p>Integrate are responsible for keeping your information safe and secure.</p> |
|  | <p>We keep different kinds of information to support you to live '<i>an ordinary life</i>'. We keep this information for as long as the law tells us to but not longer than is needed.</p> |
|  | <p>Sometimes we will get information from other people about you. This may be a Doctor or Social Worker.</p> |
|  | <p>Who we share your information with:</p> <ul style="list-style-type: none"> • Your support team • People who pay for your support (Local Authority) • Other people in your life like community nurses, social worker, doctors and, if appropriate, your family. |



Other people we MAY share your information with is

- Your Landlord
- Bank
- Benefits Agency
- Regulators like CQC or Health & Safety Executive

We have an agreement with these people that they will keep your information safe



Integrate have processes to make sure your information is kept safe against accidental loss, exposure, destruction and abuse.



Integrate will not make a decision about you without getting information from the right people.



Your rights about your information we have are:

- To be told about the information
- To read what information we have when you want
- To make sure any wrong information is made right
- To delete information (in certain situations)
- To stop us storing or using your information
- To ask us to pass any information to other people
- To tell us why we should not keep your information
- To check any information we use and how we use it.



We will always ask you if we can use your photo on Social Media, Integrates website or leaflets. We can only use your photo or information if you agree. This is called consent.



Making a complaint

If you think your information has been used incorrectly you can make a complaint to:
Information Commissioner (ICO)
Commissioner's Office
Wycliffe House, Water Lane, Wilmslow,
Cheshire SK9 5AF
Telephone: 0303 1231113 or
01625 545745



The person you need to contact about data protection at Integrate is
Andy Guthrie
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