



# EASY READ

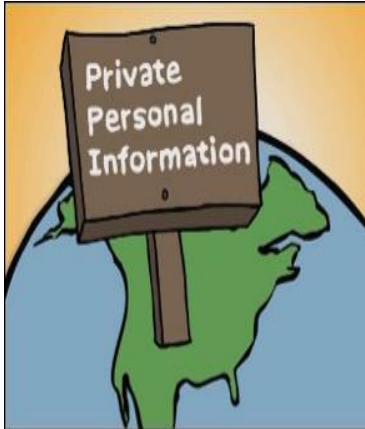


## **General Data Protection Regulation (GDPR) Privacy Notice for People We Support**





## 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 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 Staff.</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 Staff so they can support you safely.</p> <p>We may share some information about you with our sister company as they support us to do some work.</p>
	<p>All of our 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.</p>
	<p>Inspectors will come and visit the Service and may want to see the information that we hold about you</p>



We share this information with the Inspector as they need to know that we are keeping you safe.



Information about you is kept securely:

- In files in your house / carer's house / our offices
- On our computers
- In the Cloud



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.

You can ask for copies of the information we hold about you to use for your own purposes.



You can ask us to stop processing information about you.



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



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 Data Protection Commission Helpline on +353-57-868-4800