



# EASY READ

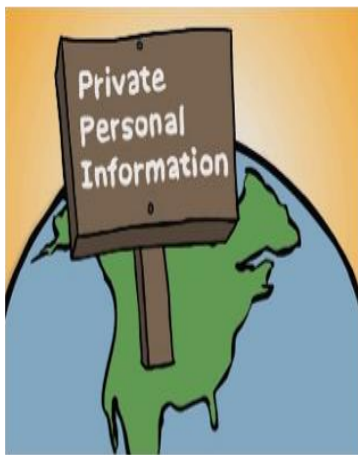


## **General Data Protection Regulation (GDPR) Privacy Notice for People We Support**





## 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.





	<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><b>Health Information and Quality Authority</b> An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte</p> 	<p>All of our services have to keep to rules and regulations made by the government.</p> <p>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>



	<p>We share this information with the Inspector as they need to know that we are keeping you safe</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 the Cloud</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>



	<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 Data Protection Commission Helpline on +353-1-765-0100</p>