

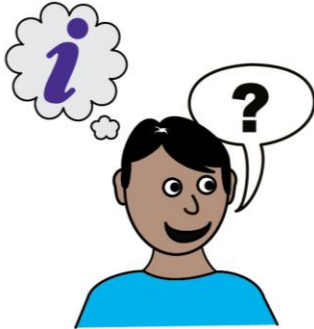


Putting people
at the centre
of everything
we do



EASY READ PRIVACY NOTICE

Parchment Trust



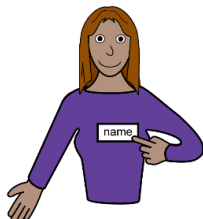
This privacy notice tells you:

- What information we collect about you
- How we use your information
- Who we share it with
- Your rights

What is personal information?



Personal information is information about you or other people



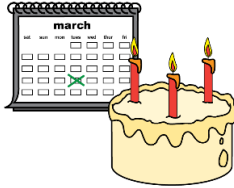
Your Name



Your Address



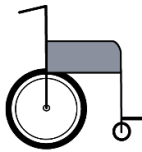
Your contact details such as phone number



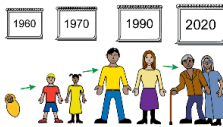
Your date of birth



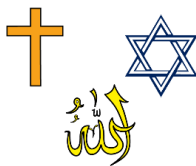
Contact details for important people in your life such as family, doctors, and social workers



Information about your health and medical conditions



Information about your life or past events



Your Religion and beliefs

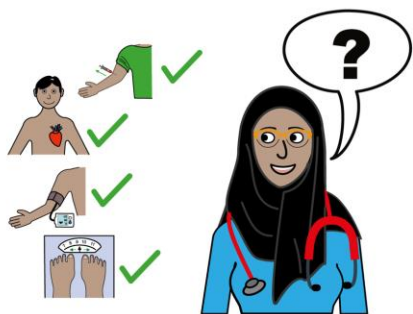


Your ethnicity or culture



Photos and Videos of you

Why do we collect personal information about you?



We need to keep information about you and your health

This is so we can give you the support you need



We need some information about people who support you such as carers, doctors, or people who pay for your care

This allows us to keep you safe and send bills to the right people



We must obey the law

Some laws require us to collect your information

What do we use your personal information for?



To allow staff to support you



To review our services and make them better

To train our staff



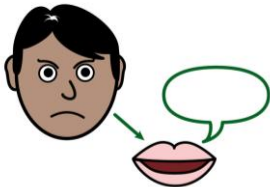
To organise the business



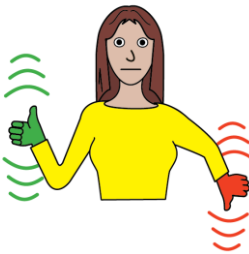
To make sure we obey the law



To save your life in an emergency

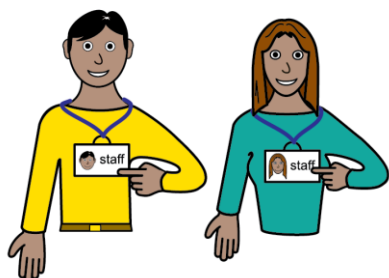


If there is a complaint



If there is a good reason for doing so

Who do we share your information with and why?



Our staff so that we can support you



Your parents and carers so that they can support you

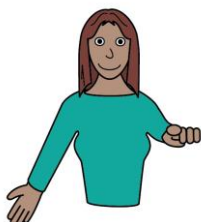


Doctors and health workers if they need to look after your health or safety



Other companies when we ask them to provide a service for us

Where do we get information about you?



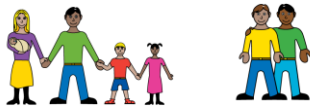
From you



From your care and support plan



From doctors and social workers who look after your care



From your family and carers

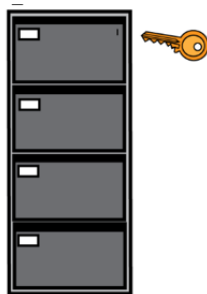
How do we keep information about you?



We keep your information on paper and in a file



We also keep your information on our computers



When your service stops, we will keep your information for 8 years

This is what the NHS says to do for social care records



The law tells us how to keep your Information safely

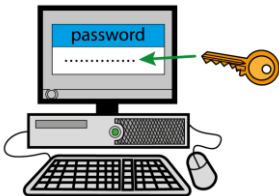


These laws include the Data Protection Act 2018, the GDPR 2016, and the Common Law Duty of Confidentiality

We have to:



Keep your records up to date, complete and accurate



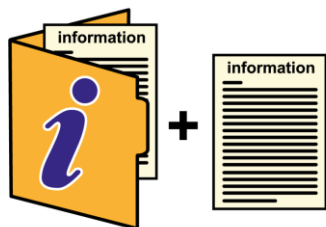
Keep records about you confidential and safe

We do this using passwords, locks and other security measures



Give you information in a way you can understand

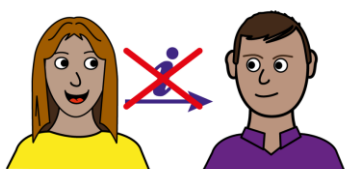
What are your rights?



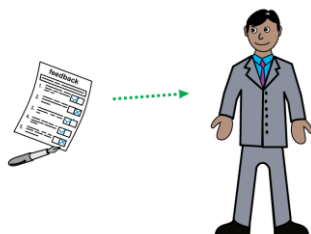
You can ask to see the information we have about you



You can ask us to change any information that is wrong



You can tell us not to share your personal information (unless we need to because of the law)



You can ask us to give the records we have about you to another organisation



For more information you can contact our Data Protection Officer Jade Nolan

dpo@parchment-trust.org.uk

01424 755800



If you are not happy with how we use your personal information you can contact the Information Commissioner's Office.

<https://ico.org.uk>

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Email: casework@ico.org.uk