






## Looking after your personal information

 <p>A woman is holding a white sign with the following text: <b>Name: Mrs Another</b>, <b>Address: 14 Somestreet</b>, <b>Date of Birth: 11.6.71</b>, and <b>Needs:</b>. Below the text are four colored circles (green, orange, red) and two checkboxes. The green circle has a checkmark, and the first checkbox is checked.</p>	<p>Edgeview hold personal information about the people we provide services to.</p>
 <p>A man in a suit is holding a clipboard and a pen. Next to him is a white clipboard with a checklist titled "Needs". The checklist has 10 items, each with a checkbox. Items 1, 2, 4, 6, 7, 8, 10 are checked with green boxes. Items 3, 9 are marked with red X's. Item 5 is unchecked.</p>	<p>We use this information to:</p> <ul style="list-style-type: none"><li>Understand your care and support needs</li><li>Give you the right information arrange services to meet your care and support needs</li></ul> <p>understand if you or other people are at risk of abuse. and do something about it.</p>
 <p>A woman in a dark jacket and glasses is writing on a clipboard.</p>	<p>We might not be able to give you a service unless we have the right information.</p>



We sometimes need to have your permission to use this information.

At other times we can use the information without your permission whilst caring for you

and following the law and any rules we have to follow



We store personal information securely.

We try to make sure the information is right

We only keep the information for as long as it is needed.



What does this information include?

It includes personal details

And which services are given



If you would like to see your information Please speak to the Manager



Some of our care is provided with other organisations.

This means we need to share information to make sure the support we give you is right.



If you are able to make choices, we will ask your permission to do this

You can say no, but it may mean you don't get all the support you need.



But, we can share information without permission.

This is if someone is in danger of harm or a crime.



You also have a right to complain to the Data Protection regulator, if you are unhappy with the way we have stored or shared information about you

And to have information made correct, removed or shared



They can be contacted at:

Information Commissioner's Office  
Wycliffe House Water Lane  
Wilmslow Cheshire SK9 5AF  
Telephone Number 0303 123 1113



If you would like to read the full policy please speak to the manager