

LINK SUPPORT



PRIVACY NOTICE, CONTROL AND CHOICE for individuals we support

10th January 2017

Who collects your information:

This notice refers to any information collected by Link Support.

Why we collect your data and how it will be used: (Lawful basis for processing data)

We collect and hold information necessary to ensure we can provide support and care for clients contracted to Link Support.

What information we may collect and hold:

Personal information including address, contact numbers and email address.

Date of birth, National Insurance, National Health numbers.

Support plan, risk assessments and safe systems of work.

Medical information including names and addresses of allied health professionals.

Correspondence relating to your care from Social Services or other government agencies.

Correspondence from the Local Authority.

Names, addresses and contact information of next of kin, family members or other people important to the clients we support.

Correspondence relation to provision of utilities to a client's home.

Their photograph for identification purposes.

We may also hold some information relating to personal finances, such as bank or building society accounts.

Records of any deputyship held by the Office of the Public Guardian.

How is this information collected and held:

This information may be collected and held electronically or in paper format.

Who we may share this information with:

We will only share information with a client's consent with:

- The relevant local commissioning authority where it is appropriate regarding a client's support
- Any Government Agency connected with the clients support or in accordance with legislative requirements
- Allied health care professionals
- Any other organisation in relation to a client's support, such as a utility company
- The Care Quality Commission

Other information may be passed to other agencies without a client's consent if there are concerns regarding safeguarding or as requested by a law enforcement agency in their commission of investigating a crime.

LINK SUPPORT



We **do not** share client's information with any other third parties.

Individuals Rights:

- The right to be informed
- The right of access
- The right to restriction
- The right to erasure
- The right to restrict processing
- The right to data portability (where an individual has provided the personal information, where processing is based on an individual's consent, where processing is carried out by automatic means).
- The right to object
- The right not to be subjected to automated decision-making including profiling

Consent:

Link Support has lawful grounds for processing data where:

- We have a contract with the individual to supply a service they have requested
- For compliance with legal obligations
- Vital interest where processing data will protect someone's physical integrity or life

Explicit consent will be necessary where we process data that is not within the above definition and may include:

- Taking photographs or videos of individuals we support
- Information such as passport number, next of kin, friends, religion etc. which is not vital to the support we provide

Individuals have a right to withdraw their consent at any time where there are no statutory or legal reasons for Link Support to process the data. Individuals may do this by contacting the data controller.

Who is the Data Controller?

The Data Controller is Brian Martin

He may be contacted at:

Link Support

6 Forest Court, Oaklands Park

Wokingham, Berkshire, RG41 2FD

Telephone 014344 488155

Email: brian.martin@linknursing.com