

# LINK SUPPORT



## PRIVACY NOTICE, CONTROL AND CHOICE for relatives and other people

10<sup>th</sup> 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  
Your relationship to the client we support  
Your date of birth or dates of other anniversaries  
Photographs of you  
Correspondence relating to the support we provide  
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 your 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 if there are concerns regarding safeguarding or as requested by a law enforcement agency in their commission of investigating a crime.

We **do not** share your information with any other third parties.

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## **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:

- Your address, contact numbers and email address
- Correspondence relating 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](mailto:brian.martin@linknursing.com)