

Privacy Notice – Easy Read

In May 2018 the government introduced new laws for Data Protection.





Data Protection is how companies use your private information they have about you.

Garland Support hold private and confidential information about all our service users.

This document tells you about how Garland Support uses your information.








What sort of private information do we hold about you?

<p>Your Date of Birth</p>	
<p>Your address</p>	
<p>Your contact details</p>	
<p>You health records, including information about your disability</p>	

Your **support plan** – what you would like to achieve with us



Why do we need to have this information?

	<p>Help us to write your support plan</p>
	<p>To help us support with your health needs, including medication</p>
	<p>To help protect you from harm (Safeguarding)</p>
	<p>To help support you with any benefit applications or queries</p>
	<p>To contact emergency services and give them your details</p>

We only keep private information that we feel is really necessary.

Do we ever pass on your information to anyone else?

Sometimes we may have to give some information to organisations such as the **Care Quality Commission**.

This is because the law requires us to do so, so that you are protected against all forms of abuse.



We may also give your information to **emergency services** if ever you have an accident or a **victim of crime**.

We do not sell or give your information to any companies without your permission.

Your rights

You have the **right to view** the information that we have about you at **anytime**.



You have the right **to deny** Garland Support to hold or pass on any information that we may have about you.



Please be aware that if you do this it may make it very difficult to support you in a **safe** way.

Who to contact

Every company must have a **Data Control Officer**.

Garland Support's Data Control officer is **Paul Sharp**.

You can contact Paul at;

Garland Support
Upper Office
Hems Mews
86 Longbrook Street
Exeter
EX4 6AP



01392 757303

Email: info@garlandsupport.co.uk