

Service User Privacy Notice

Homesdale Supported living is a social care business. This privacy policy explains how we use any personal information we collect about you, during the information gathering process known as an Assessment of Need. Topics covered are:

- What information do we collect about you?
- How do we use such information?
- Access to your information and correction

What information do we collect about you?

The nature of our service means that very personal and sensitive information is discussed, openly and honestly, to ensure we can meet your health and social care needs in ways that are unique to your circumstances. The specific type of information is required for us to meet our legal and regulatory obligations as a registered provider.

The Lawful Bases which we use are contained within the Data Protection Act 2018 and are/ legal obligation and consent.

How information about you will be used.

We may share information regarding your care with those who need to know, namely Health Professionals, such as GPs, District Nurses, Hospitals, etc., and Local Authorities, including departments such as Social Services, Housing, Day Centres, etc. Any relevant person identified by you, such as an L.P.A., and our staff. We would like to contact you about the services we provide, please indicate below your preferred contact method.

Post Email Phone SMS

We will not share your information with anyone except those indicated above unless required by law. If you do not wish this information to be shared, please indicate below.

Yes No

Personal information supplied to us is used in several ways, for example.

- To agree on a Care Plan
- To review your care needs
- To monitor your medication
- To help us improve our services

How will we use this information?

Upon completion of your Assessment of Need, we compile a Care Plan which sets out tasks, aspirations, and outcomes to meet all your identified needs and this is regularly reviewed and updated. This includes liaisons with all those involved in your care such as family, your representative relevant health and social care colleagues, and other professionals.

Access to your information and corrections.

All files held in your name are available for your perusal and you can ask us to remove inaccurate information. Please email or write to us at (Insert contact details here). Where you use our website, cookies are text files that collect log-on information and visitor behaviour information. Cookies track visitor use and compile statistical reports on website activity. You can set your browser to accept or decline cookies. Please be aware that a decline in preference may mean a loss of function in some of our website features.

For further information on cookies visit:

www.aboutcookies.org or www.allaboutcookies.org

NAME: [SU/Resident]

TEL:

ADDRESS:

POSTCODE:

D.O.B.

[This Privacy Notice can be used for individual service users and a copy kept in their file or by omitting service user's name etc., as a Privacy Notice to display or attach/insert where necessary]

