



People We Support (PWS) Personal Data Privacy Notice

Active Prospects keeps and uses data on PWS to enable it to function efficiently and provide the services expected of it. This data can consist of:

- Name/ date of birth and where you live
- Your next of kin details
- Information on your religion or cultural needs
- Your activities such as day services, social groups, employment or volunteering opportunities
- Your Nutrition and Hydration needs
- Your likes and dislikes including what a good or bad day may look like,
- The reasons you require support and how that support needs to be delivered
- Your Health and records of health appointments,
- What support you received and by which staff member
- Referrals to specialists
- Any behaviours of concern and how best to support you
- Mental Capacity Assessments, best interest meetings or Deprivations of liberty orders

When using Active Prospects services we will need to keep some information on you related to the above list in order to support you the best way we can and ensure we meet your needs. We need to ensure that the service being commissioned by you or by the Local Authority is what is being delivered by our support teams and is delivered in a person centred way.

We have a legal duty to the Care Quality Commission and under the Health and Social Care Act 2008 to ensure that we use your information to meet your needs and a legal Duty of Care to store and maintain your information within agreed retention periods.

When supporting you we will ask for information from Social Services or Health Authorities to help us to deliver the right care. We may also need to share some of your information with specialist services outside of Active Prospects. These can include, but are not restricted to occupational health, speech and language teams or companies that provide specialist equipment. We will only share information that is relevant to your care.

We also have a legal duty to share your information if it is related to keeping you safe. For example, this will include contact with emergency services or when dealing with abuse under safeguarding procedures. The Care Quality Commission will also audit your information when they review your service but they will not retain any personal data or information.

We do not share your information with anyone who is not professionally involved in your Care and Support and will not share it with your next of kin unless you give permission and wish them to be updated.

Your consent to this sharing of data, within Active Prospects and with those others outside that are involved in your care in a professional manner is assumed and is allowed by the Law.

People who have access to your information will only normally have access to that which they need to fulfil their roles, for instance administrative staff will only see your name, address, contact details, and basic information. Whilst our support staff will have access to your support plans, risk assessments and health needs. Our services are internally audited by the Management team and Quality Manager but this information will not be shared with third parties.

You have the right to object to our sharing your data in these circumstances but we have an overriding responsibility to do what is in your best interests.

As required by Articles in the General Data Protection Regulations the link to our privacy policy is here <http://activeprospects.org.uk/wp-content/uploads/2018/05/GDPR-Privacy-Policy.pdf>

[check link still works]