



## Referrals to Services Privacy Notice

Active Prospects Care and Support keeps data on you relating to the following but might not be applicable to all.

- 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 referring to use Active Prospects services we will ask you for some information related to the above list and explain what we will do with the information that you have given. If you choose not to continue with the referral then we will not continue to hold your information.

When completing a referral we will also ask for information from Social Services or Health Authorities to help to support us to deliver the right care. We may also need to share some of your information with specialist services outside of Active Prospects such as occupational health, Speech and Language teams or manual handling equipment such as wheelchair services. We will let you know when we have shared information and will only share what is relevant to your care.

If you decide to use our services we will need to keep your information for a retention period in order to be audited by our regulators the Care Quality Commission.

We also have a legal duty to share your information if it is related to keeping you safe such as to the emergency services or when dealing with abuse under safeguarding procedures.

We do not share your information with anyone who is not involved in your Care and Support as a professional and will not share 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 admin staff will normally 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 from the 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. Please see below.

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>.