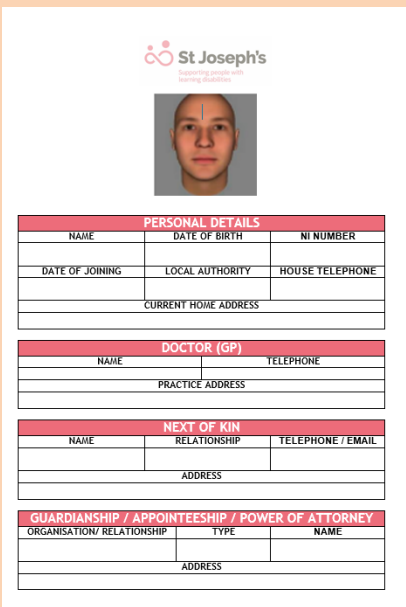





EASY READ



General Data Protection Regulation (GDPR)


Keeping Things Private

	<p>St Joseph's Services holds information about you.</p> <p>This is known as 'personal data'.</p> <p>Personal data is Information about someone who is alive.</p>
	<p>The government has made a law to protect information about you.</p>
	<p>This means that staff who have information about you will have to keep this information private</p>



 St Joseph's

Supporting people with learning disabilities



PERSONAL DETAILS		
NAME	DATE OF BIRTH	NI NUMBER
DATE OF JOINING	LOCAL AUTHORITY	HOUSE TELEPHONE
CURRENT HOME ADDRESS		

DOCTOR (GP)	
NAME	TELEPHONE
PRACTICE ADDRESS	

NEXT OF KIN		
NAME	RELATIONSHIP	TELEPHONE / EMAIL
ADDRESS		

GUARDIANSHIP / APPOINTEESHIP / POWER OF ATTORNEY		
ORGANISATION/ RELATIONSHIP	TYPE	NAME
ADDRESS		

This includes things like:

- name
- date of birth
- address
- phone number
- information about you and your family
- who you live with
- what is important to you
- how much money you have
- Your health
- Your hobbies and interests
- Who we need to contact if there is an emergency

We only hold information about you that we need





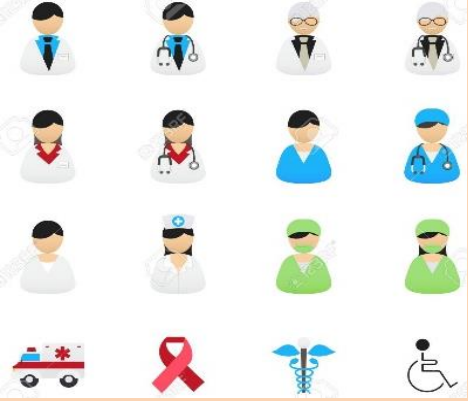

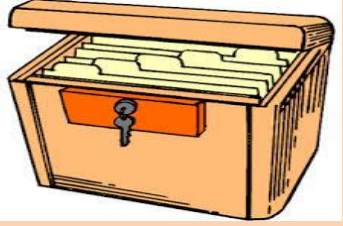
We need to keep information about the support you have and any changes to your support



This information about you helps staff give you the right support



We must make sure that information about you is correct.

	<p>We must not keep information about you for longer than it is needed.</p>
	<p>We must offer you a copy of information we have about you.</p>
	<p>We may share information about you with other services including:</p> <ul style="list-style-type: none"> • Doctors • hospitals • Ambulance services • Social workers • Local councils • Family
	<p>Sometimes we will have to share information about you if there is a law that tells us to.</p>
	<p>We make sure that all information about you is secure</p>



We make sure that our computers do not let anyone see information about you unless they are the staff that are helping you.



You also have a right to complain to the Data Protection regulator, if you are unhappy with the way St Joseph's Services have stored or shared information about you.



St Joseph's Services will keep information about you after you die for a while just in case someone needs to ask questions.