

V1: 21 January 2019

Personal Information Charter

Your privacy

We know how important it is to protect your privacy and to comply with the General Data Protection Regulations (GDPR).

If we ask for your personal information we will:

- Explain why we need to collect information and only ask for what we need
- Treat your information confidentially. This means that we will take care with the information we hold and only pass information on to individuals or agencies who should or need to know
- Only share your information with others, with your consent, unless the law says otherwise
- Record your information accurately and store it securely and only for as long as it is needed
- Only the people who need to have access to your information within our organisation will be able to access it
- For those of our staff who are responsible for handling personal information, they will be trained in their responsibilities around data protection
- We will never sell your personal information or pass it on to other companies or organisations for commercial reasons
- Follow the ICO Data Sharing Code of Practice
- Expect our staff to treat your information with a high level of care and will take it seriously if we ever fall below these standards
- Uphold the rights individuals have under Data Protection Act 2018 and the EU General Data Protection Regulation (GDPR)

In return, to help us keep your information accurate and up to date, we ask you to:

- ✓ Give us accurate information
- ✓ Tell us as soon as possible of any change of circumstance
- ✓ Tell us which data you do/don't want to be shared (*via signing our consent forms*)

A copy of this statement is available on our website and a copy will be provided to you if you engage in our treatment programmes This statement should be read alongside our Privacy Information Notice. (*also provided as above*)

Review Date Due DOP 21 January 2020