



Easy Read Privacy

Notice



We are **Kisharon Langdon**. We are a charity.

We have to keep certain information about people.

We do this so we can keep everyone safe and give the best care

The law says we have to keep this information safe. We have to let people

- ✓ know we have information about them
- ✓ how we will use this information

This is called a **Privacy Notice**.



Private

More about a Privacy Notice

A **Privacy Notice** tells you



✓ why we need information about you

✓ what we do with this information

✓ your rights about how we use the information



At **Kisharon Langdon** we need to keep information about your

- name
- address
- date of birth
- who to contact in an emergency



We have to keep some data about your health and social care. This is called **special category data**.



Why we need this information

We also want to know information about

- ✓ how you pay rent for your home
- ✓ any benefits you get
- ✓ how we support you
- ✓ What you like and don't like
- ✓ information about your health and how you feel



Rights

We might collect and share this information because



- we have agreed this is OK with you and your family or guardian
- the law says we have to
- we have to give information to the **Care Quality Commission**
- we want to make the support you get better – for you and your family



How we follow the law

We have to follow the law to do with storing information



We might use your information to make sure you

- can choose the support you need
- keep safe and healthy
- get help with your tenancy
- get help to find a job
- get help to go to school or college
- can find out what works and doesn't work for you



We will always keep your personal information private and safe.

We can only share it with people who have permission or have the right to see it by law.





How long do we keep this information

We will only keep your information for as long as we need to.

We have to follow the law on this set by the **Care Quality Commission**.



Your rights

The information we keep belongs to you. We will make sure it is



- ✓ kept private
- ✓ up to date
- ✓ used in the right way

More about your rights



You can ask to see your information at any time.

If you think something is wrong or missing, then you must tell us so we can change it.



If there is something you don't want us to keep, you can ask for it to be **deleted**.



You can ask us to stop using your information at any time. Contact your support worker or service manager to do this.

We may have to keep information if you still want us to support you.



Contact the **Data Protection Officer** to find out more

dpo@kisharonlangdon.org.uk

What to do if you're not happy

You can write to our **Data Protection Officer** if you are not happy.

Send an email to:

dpo@kisharonlangdon.org.uk

If you are still not happy you can also write to this address

**Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF**

