



Every Mind Care Ltd

Privacy Notice: Every Mind Care Ltd.

Why do we collect information about you?

It's so we can provide you with the best possible support. But to do this, we need to keep and update your records about the support we provide for you.

How do we keep your records?

Your records may be on paper and /or electronically stored.

Who can see and update my records?

Only the people who are helping and supporting you, as part of your health and Care will see or update your records.

This will mainly be Steve Melton Director but all Every Mind Care staff if working with you may see your records. All are trained to make sure your records are updated accurately and are kept confidential so your privacy is protected.

Sometimes, to make sure you receive the best support from us, we do work with teams from other health and support agencies. They may be voluntary charities, health providers or the local council or police. We will ask you if it's ok to share some of your details with them.

Remember, we will only share what is needed for your support.

Under the law, there may be times when we must share information but are not required to seek your consent.

Such as: If there is a concern you are putting yourself, or another person (or child) at risk of serious harm

Where we have been instructed to do so by the Court or as part of the investigation of a serious crime

For public health reasons or other legal reasons, we have to notify the relevant authorities e.g. certain infectious diseases.

How do I know my privacy will be kept? At Every Mind Care Ltd we are registered with ICO (information commissioner's office) which set strict guidelines as to how data is stored. These guidelines are followed and the information we hold is kept to a minimum.

Why do you need to keep my records?

We have Social Care records so we (and you) can see what is happening as part of your health and care support. Your records also help us to:

- ✓ Check and monitor the quality of the support we are providing you
- ✓ If we do make an error, your records will show where we went wrong so we can learn from it
- ✓ It also helps us to plan for the future and make sure we get the right staff in the right areas to give you the support you will need.

What is the legal basis for processing personal data?

The most common lawful bases for processing in health and social care are:



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- Article 6(1)(e) – Necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
- Article 9(2)(h) – Necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems and services.

Other legal bases include consent, the fulfilment of a contract and the legitimate interest of the data subject.

So, what is in my records?

Your records that we hold are records that you have seen and signed your consent for us to keep and that you have been offered a copy of. This information includes Name, address, Date of Birth and emergency contact numbers.

How long will you keep my records?

We only keep your details for as long as necessary, guidelines are set out by the Care Quality Commission (CQC).

What are my rights about the information you hold on me?

You have a right to see all the records we hold about you (paper and electronically),

unless:

- ✓ It has been provided by someone else and we don't have their permission to share it
- ✓ It relates to criminal offences, or the detection/prevention of crime
- ✓ It could cause harm (physical or mental harm) to you or someone else.

Under current data protection legislation, you have rights regarding your data/information:

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Further details about your data rights are available from the Information Commission's Office (www.ICO.org)

Need more information?

Please call Steve Melton (Manager) on 01483 531973.