

ASPECTS CARE



Easy Read Information about:



**Aspects Care's
Privacy Notice**



What is the Privacy Notice?



A privacy notice tells you how Aspects Care will use your personal information.

It tells you what happens with your information when you or other people share it with Aspects Care.



Personal information can be lots of different things.

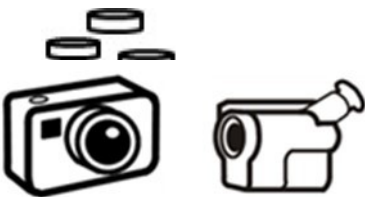
It can be;



- Your name, address, telephone number, date of birth, and email address



- Contact details of members of your family and people who support you



- Information about your money



- Photographs, videos and sound recordings

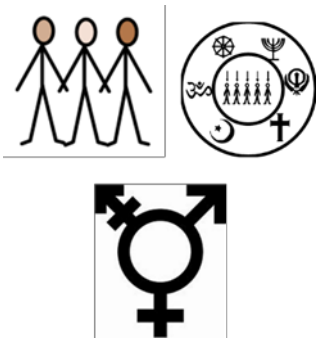


We must be careful with all the personal information people give us.



But with some information we must be extra careful.

This can be;

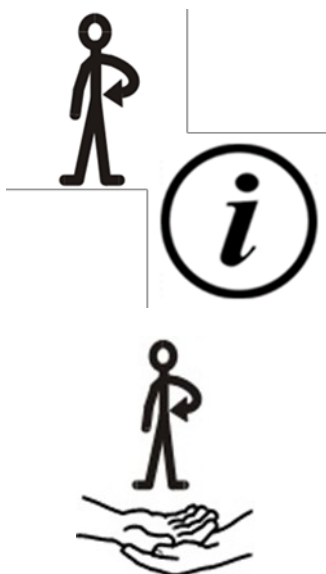


- Information about your race, beliefs or sexual orientation



- Information about your health conditions and disability

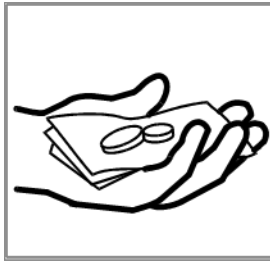
Sometimes we must share information about crimes and breaking the law.



We use your personal information for lots of different reasons.

For example;

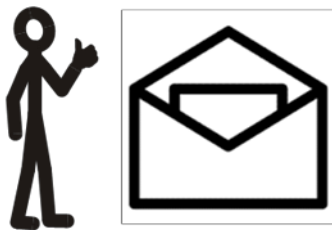
- So we can give you social care support



- For payments and charging for things



- To tell you about things that are happening that are important.



- Inviting you to event we think they would be interested in.
- If we don't have your information, it could mean you miss out on the things that might help and support you.



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We only keep personal information for as long as we need it.

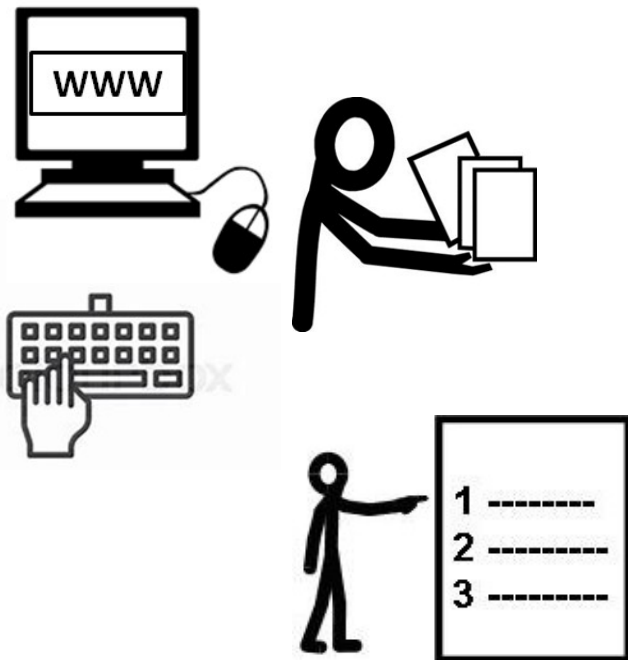
But for some information the law tells us how long we must keep it for.

You can find out more about how long we keep information by speaking to your Care Coordinator.

Sometimes we do need to share your personal information with other organisations.

This is to make sure you get the right support and help.

We might share this information with:



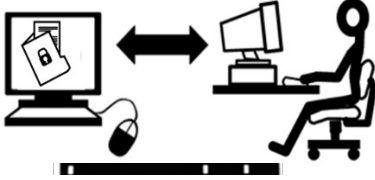
- Advocates
- Family and carers
- Government organisations



- NHS and GP's



- Emergency services



Aspects Care store important information on its computer system and it is managed by an independent IT company.



Only staff who are trained, have permission to look at information can access the system.



Other organisations that Aspects Care work with might also be able to use this computer system.

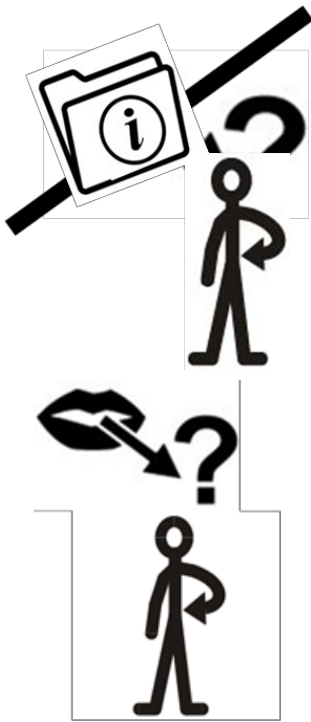


These organisations must follow the same rules as Aspects Care and they must keep your information safe.



There are rules Aspects Care and organisations they work with **MUST** follow.

These rules say what they can and can't do with your information.



The rules say some personal information we have can be used without asking you first.

But some personal information we must ask for your permission to use it.

If you say no, we can't use it.

Your rights about the information Aspects Care has:

You can ask:



- To know what we are doing with your information and why.



- To look at the information we have about you.

- To change any mistake.



- Us to stop using your personal information, or to delete it.



If you are unhappy about the information Aspects Care has or what we are using it for.



You can contact Aspects Care's

Data Controller

You can do this by; Post:



**HR Manager,
Aspects Care
32 Pershore Road South
Cotteridge
Birmingham
B30 3EJ**

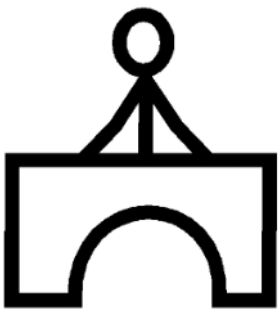


Email

:

rebecca@aspectscare.co.uk

Or



You can contact the

Information Commissioners Office.

They are an independent organisation, and it is their job to make sure the Council follow the rules.



You can write to them at

Information Commissioner's Office

Wycliffe House
Water Lane
Wilmslow
SK9 5AF



Or

go to the

Information Commissioner's Office

website at

www.ico.org.uk



You can see the full privacy notice on Aspects Care's website.



Click on the link below or type the link into your internet web browser,

www.aspectscare.co.uk

