

Looking after your personal data



There is a law called the 'General Data Protection Regulation' (UK GDPR)

This law means that Brandon needs to let you know how we use your personal information.



This letter is to tell you:

- how we use your personal information.
- what we use your personal information for.
- how we keep your personal information safe.
- what the law says you can ask Brandon to do with your personal information.

Name

Address

Phone Number

What is personal information?

Personal information is any information that can be used to identify you.

Your name and home address are examples of personal information about who you are and where you live.



Looking after your personal information



Who are we?

Brandon Trust

Brandon are asked to support people with learning disabilities. This is called a contract.



Why do we keep your personal information?

To make sure you get the best support, we need to know what support you need.

We find out how you need to be supported from your personal information.



How long do we keep your personal information for?

If you are an adult, over 18 years old, we keep your personal information for 8 years after we stop supporting you.

If you are a child, under the age of 18, we keep your personal information until your 25th or 26th birthday, if we stopped supporting you at 18.

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Who do we share your personal information with?

We share your personal information with the people in your circle of support. You choose these people and put them in your 'plan for life'.

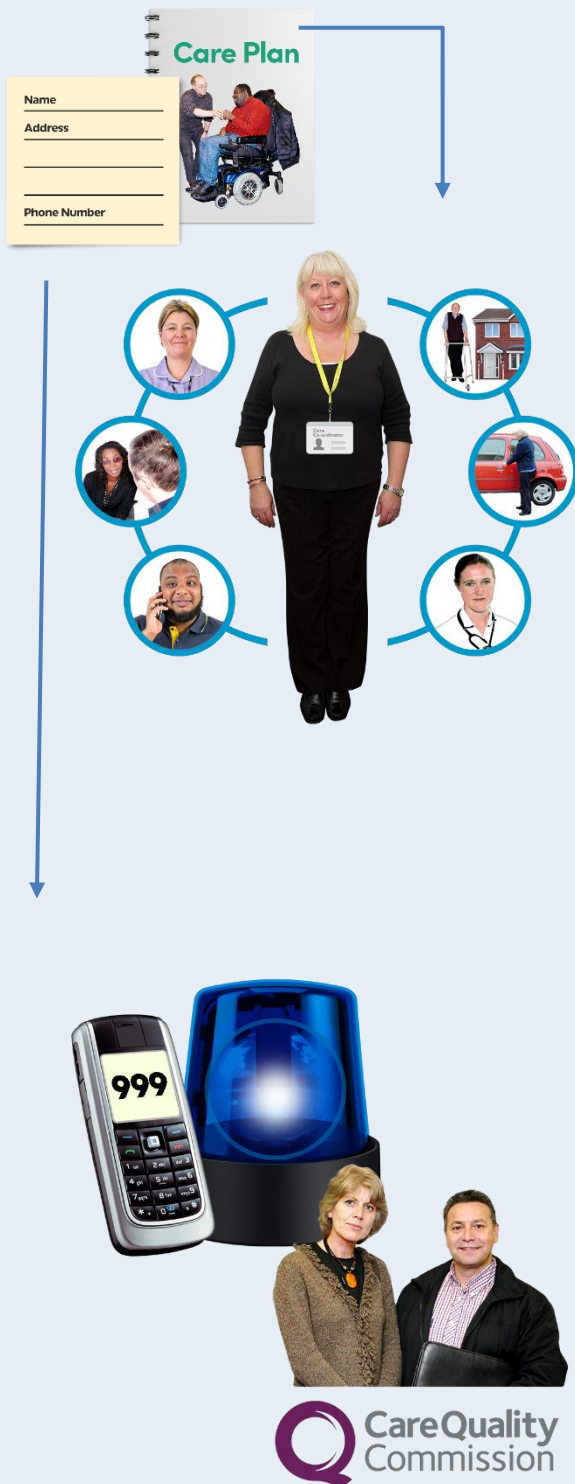
We only share the information that is important for the person in your circle of support to know about.

We may share your information with:

- Emergency services.
- People from the government who make sure Brandon is supporting you properly, and only other people the law says we have to.

This decision to share your information may be made in your best interest.

Best interest means a decision is made for you if you are in trouble or can't make the decision for yourself.



Looking after your data

How do we keep your personal information safe?

Your personal data is kept:

- in your home (if you choose or it is in your best interest).
- as an electronic file on a computer.
- stored in a protected office.
- only those people that need to see it can.



What does the law say you can ask Brandon to do with your personal information?

The law says you can:

- ask Brandon to tell you how we use your personal information.
- look at your personal information that Brandon keeps.
- have facts about you, that are not true, changed.
- ask us to stop using your personal information.
- ask Brandon to share your personal information with another organisation.



Looking after your data



Who do you contact to find out more about your personal information.?

Talk to your support staff and they will help you find out more.

The law says you can tell someone if you are not happy with Brandon.

If you are very unhappy about how Brandon uses your personal information you can contact the Information Commissioner's Office.

You can tell them you are unhappy using their website:

<https://ico.org.uk/make-a-complaint/>

You can tell them you are unhappy by writing to them:

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

