

## **South Warwickshire Plato Trust Privacy Policy.**

The policy set out below shows how we will hold and retain your personal data in accordance with The General Data Protection Regulation (GDPR) 2018.

Personal data is defined as any information relating to a person who can be identified directly or indirectly.

### **Personal Data**

When an application is made to South Warwickshire Plato Trust we receive a referral form and associated documentation such as Risk Assessments, Care Plans and additional ad hoc information including supporting letters/forms etc. on behalf of the applicant.

### **How and why we collect the data**

We collect the data from an individuals completed referral form. South Warwickshire Plato Trust will collect and retain personal information for the following reasons:

- The purpose of establishing and/or maintaining accommodation
- The purpose of relocation for operational reasons or move-on protocol
- Maintaining professional working relationships with multi-disciplinary agencies

### **How we use the data**

On occasions South Warwickshire Plato Trust will be required to provide information to third parties to enable individuals to maintain their accommodation.

### **How do we secure it?**

Data is stored both electronically and in paper form. Computers are password protected. Paper copies are stored in locked filing cabinets in the office.

All computers and filing cabinets containing personal data are housed in a lockable office accessed by a single door. This office is then secured by a further communal door accessed via a keypad touch combination lock.

### **Consent**

South Warwickshire Plato Trust will ask you on the consent form if you agree to us processing your data for the reasons given and you do have the option of withdrawing at any time by telephone, post, e-mail or face to face. However withdrawal of consent may affect our ability to continue to provide your accommodation.

### **Retention Policy**

Whilst you continue to be an Excluded Licence Holder with South Warwickshire Plato Trust your personal data will be retained as described. Due to the complexities of our service provision, data will be retained, securely stored and protected should you leave our service at any time.

### **Your rights**

By law, you can ask us what information we hold about you and you can ask us to correct it if it is inaccurate. If we have asked for your consent to process your personal data, you may withdraw that consent at any time.

If we are processing your personal data for reasons of consent or to fulfil a request from a third party you can ask us to give you a copy of the information.

You have the right to ask us to stop using your information for a period of time if you believe we are not doing so lawfully.

To submit a request regarding your personal data by e-mail, post or telephone contact Phillip Liggins at the office of South Warwickshire Plato Trust.

### **Updating Information**

Please let us know if the personal information we hold about you needs to be corrected or updated.

### **Questions**

Please contact South Warwickshire Plato Trust office and speak to Phillip Liggins about any queries you may have.

### **Complaints**

If you have a complaint about our use of your information, we would prefer you to contact us direct in the first instance so that we can address your complaint. However should you feel it necessary you can also contact The Information Commissioners Office at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns) or write to: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

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