Looking after your personal information

MacIntyre collects information or data about you

Data is another word for information

This information can include

- your name
- your address
- your telephone number
- your support needs
- Information from school and college like
  - certificates
  - awards
important things that have happened to you in the past

This information can include

your health

the support MacIntyre have given to you

your family and friends
The law says MacIntyre must share some of your information with

- Government inspectors like the Care Quality Commission known as CQC
- Ofsted
- CIW (Care Inspectorate Wales)
- SEND officer
- your learning centre
- your social worker
- other people who work at the council
If you say it is ok MacIntyre will share some of your information with

- your family

- your doctor
- your hospital
- other people who help with your health

- your learning centre
If you get support from MacIntyre at home

- your home
If you get support from a MacIntyre Learning Centre

- other places that give you support
MacIntyre staff also need to know this information to

- make a plan with you that tells staff how to support you well
- support you to be safe
- support you to be healthy
- check that you are getting the right support
You can ask to see your information

We have to share information if someone is in danger

We have to share information if there has been a crime

You can tell MacIntyre if your information is wrong and you want us to change it

You can tell your doctor or hospital or anyone in the NHS not to use your information for planning or trying to find new treatments

To do this ask your staff for the booklet called

Your Information Matters to the NHS
We keep your information safe
This is called data protection

We only keep information for as long as it is needed

If you stop getting support from MacIntyre we usually keep your information for 8 years
The government says this is best

If you want to see your information or find out more about it
you can ask your staff or Claire Toombs

Claire is the Finance Director
Claire is in charge of keeping information safe at MacIntyre

You can contact Claire by
Email - data.protection@macintyrecharity.org
Phone - 01908 230 100
If you do not like what MacIntyre is doing with your information you can tell the Information Commissioner’s Office (ICO)

The ICO is in charge of keeping people’s information safe in Britain

You can call the ICO
0303 123 113

You can write to
ICO
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

You can email the ICO
casework@ico.org.uk