



Looking after your personal information



Name *R. Smith*
Address *224 West St*
Manchester
Phone Number

MacIntyre collects information or data about you

Data is another word for information

Name *R. Smith*
Address *224 West St*
Manchester
Phone Number

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



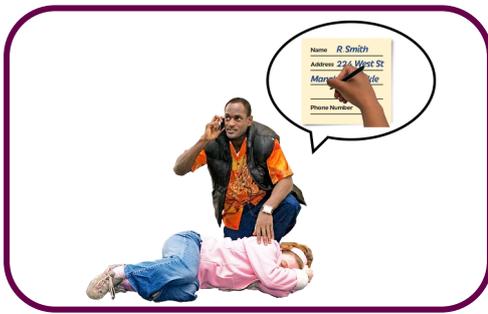
- support you to be safe



- support you to be healthy



- check that you are getting the right support



We have to share information if someone is in danger



We have to share information if there has been a crime



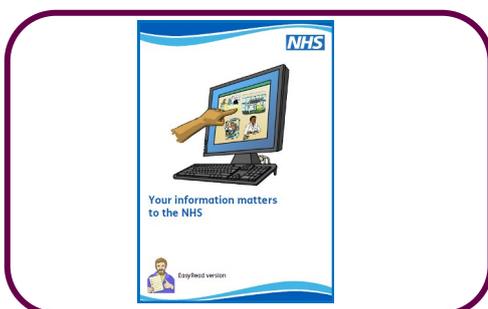
You can ask to see your information



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