



# EASY READ PRIVACY NOTICE

ELITE SUPPORTED EMPLOYMENT



We help people with jobs or volunteering.

We decide how your personal data is used to help you.



We are registered with the Information Commissioner's Office (ICO). This means we can use information about the people we work with under the UK Data Protection Act 2018.

## What is personal data?



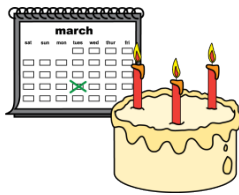
Personal Information is information about you or other people



Your name



Your address

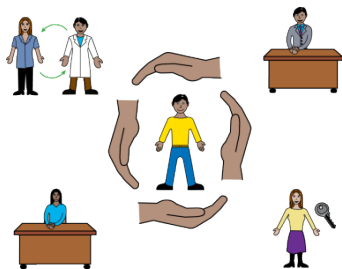


Your telephone number

Your date of birth



Your job

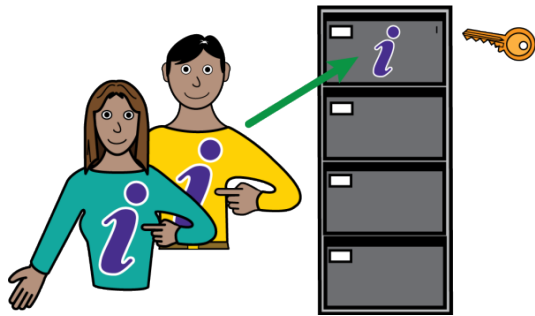


Your email address

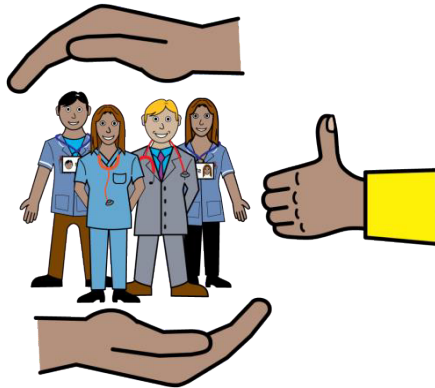


What name you want to be called

## Why do we collect personal information about you?



We need to keep information about your name, contact details and interests.

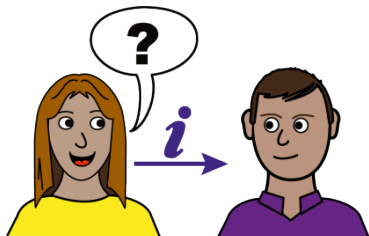


This is so we can answer your questions and help you find a job or volunteering role.

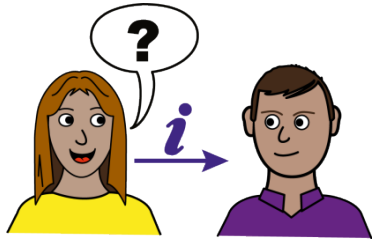
## What do we use your personal information for?



We won't tell people your name unless we really have to.



To provide you with news.



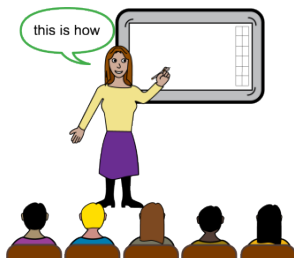
To answer your questions



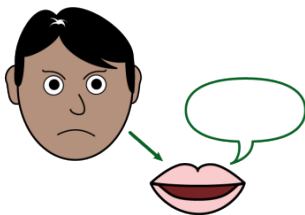
To review our service to make it better



To make reports on how useful our website is.



To improved our service.



If there is a complaint

## Where do we get information about you?



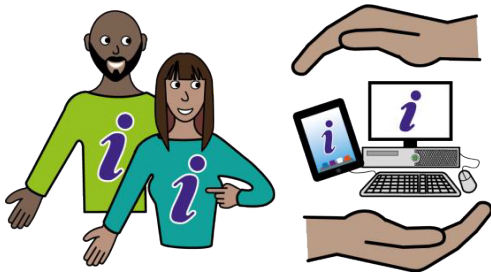
From you

## How do we keep information about you?

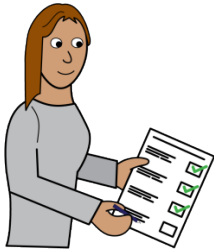


We also keep your information in an electronic system, on the computer.

We may keep some records in a paper file.



The law tells us how to keep your information. These laws include the Data Protection Act 2018, the UK GDPR 2022, and the Common Law Duty of Confidentiality.

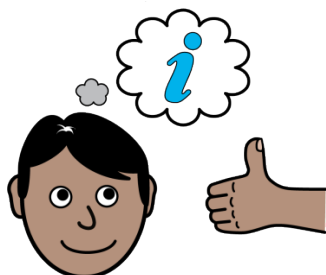


We keep information about you for as long as we need to do make your health better

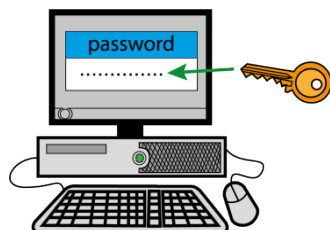


You can read more about this online using this link <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/principles/storage-limitation/>

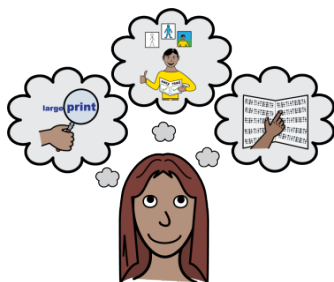
## We have to:



Keep your records up to date, complete, and accurate, about the care we give you.



Keep records about you confidential and secure.  
We will make sure we keep your information safe, using computer passwords for electronic information, and locks for paper information.

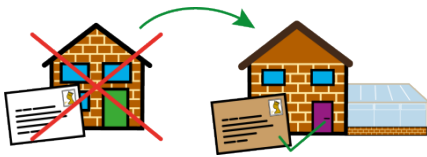


Give you information in a way you can understand.

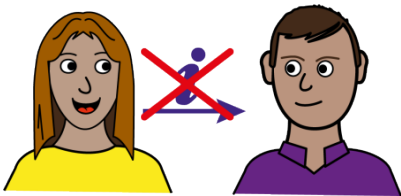
## What are your rights?



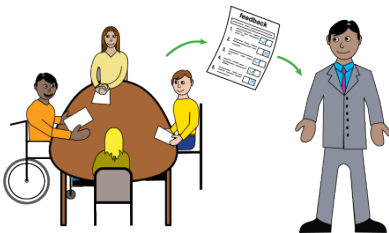
You can ask to see the information we have about you



You can ask us to change any information that is wrong



You can tell us not to share your personal information (unless we need to because of the law)

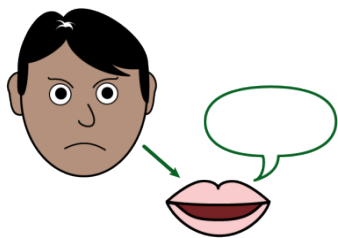


You can ask us to give the records we have about you to another organisation.



For more information you can contact the Practice Manager or Data Protection officer on [sclarke@elitesea.co.uk](mailto:sclarke@elitesea.co.uk)





If you are not happy with how we use your personal information you can contact the Information Commissioner's Office.  
<https://ico.org.uk> .

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

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

Fax: 01625 524 510

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)