


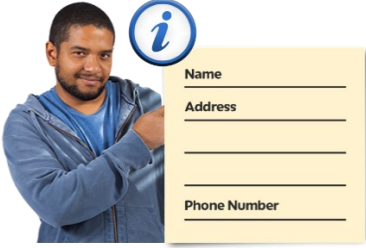




KCC Drug & Alcohol Service Privacy Notice – Easy Read Version

| | |
|---|--|
|  | <p>We (Kent County Council) would like to tell you about our General Privacy Notice.</p> |
|  | <p>This is a shorter easy read document of the full privacy notice.</p> <p>You can read the full notice on our website.</p> <p>Details are at the end of this document.</p> |
|  | <p>This privacy notice tells you:</p> <ul style="list-style-type: none"> • How we collect personal information about you • What personal information we collect • How we use the information • Who we share it with. |
|  | <p>We must give you this information by Law.</p> <p>The law is called the General Data Protection Regulation.</p> |

What we mean by Personal Information


| | |
|--|---|
|  | <p>Personal information is:</p> <ul style="list-style-type: none">• Your name, address, telephone number, date of birth• Contact details for members of your family and support network• Information about your finances• Photographs to help us when putting in any equipment. |
|  | <p>Special types of personal information are:</p> <ul style="list-style-type: none">• Information such as race, beliefs or sexual orientation• Information about health conditions or disabilities• Information about your circumstances• Any health and safety concerns• Information about your needs and wishes. |

Collecting and sharing your personal information


| | |
|---|--|
|  | <p>We may need to share your information with other organisations to make sure you get the right support or help.</p> <p>These can include advocates, Borough Councils, Government, NHS and GPs.</p> |
|---|--|

| | |
|--|--|
| | <p>There is more information on this in the full privacy notice.</p> |
|--|--|





How we use your personal information


| | |
|---|--|
|  | <p>We use your personal information to make a computer record about you and your health and social care needs.</p> <p>This is what we use to plan your care and support.</p> |
|---|--|

How long will your personal information be kept?



| | |
|--|---|
|  | <p>If you are 16 or younger when your treatment ends, we keep your records until your 25th birthday</p> <p>If you are 17 when your treatment ends, we keep your record until your 26th birthday</p> <p>If you are 18 or older when your treatment ends, we keep records for 6 years from the date of last contact with you.</p> <p>We destroy all records securely.</p> |
|--|---|


The Law and collecting information

| | |
|---|---|
|  | <p>We are required by Law to provide health and social care services.</p> <p>To do this we have the permission to collect personal information.</p> <p>This allows us to give the right services for the individual and keep people safe.</p> |
|  | <p>There are Laws which allow us to do this including:</p> <ul style="list-style-type: none">• The Care Act, 2015• The Children's Act, 1989• The Data Protection Bill, 2018• The Mental Health Act 1983 (amended 2007)• And others (see the full privacy notice). |
|  | <p>We do not need to ask your permission to collect or share information.</p> <p>We only share information when it is needed and in line with the law.</p> |
|  | <p>If you do not provide your information you may not get the right services for you.</p> |

| | |
|---|---|
|  | <p>What about the NHS and care services?</p> <p>To find out how the NHS use confidential information go to: the NHS website.</p> |
|---|---|

Your rights





| | |
|---|---|
|  | <p>Under the General Data Protection Regulation, you have the right to:</p> <ul style="list-style-type: none"> • Know what we are doing with your information and why • Ask to see the information (by using an access request) • Ask us to correct any mistakes • Object to direct marketing • Make a complaint to the Information Commissioners Office. |
|  | <p>You may also be entitled to:</p> <ul style="list-style-type: none"> • Ask us to delete your information • Have your information transferred electronically to yourself or another organisation • Object to decisions being made that significantly affect you • Object to how we use your information • Stop us using your information in certain ways. |

| | |
|---|---|
|  | <p>We will try to meet your request.</p> <p>But we may be required to hold or use your information to comply with legal duties.</p> |
|---|---|

Looking after your personal information

| | |
|---|---|
|  | <p>How we look after personal information:</p> <ul style="list-style-type: none"> • We have security in place to help stop information from being lost or used in the wrong way • We limit access to your personal information to the people who need it to make sure you get the right care and support • Those who must use the information will do so confidentially. |
|  | <p>We will deal with any security breaches in line with the Law and let you know if you have been affected.</p> |

For more information

| | |
|---|---|
|  | <p>Contact the Information Resilience and Transparency Team if you:</p> <ul style="list-style-type: none">• Want to exercise your rights• Have a complaint about why your information has been collected,• Want to know how information has been used,• Want to know how long information has been kept for. |
|  | <p>Their contact details are:</p> <p>Data Protection Officer – Benjamin Watts Sessions House Maidstone ME14 1XQ</p> <p>Click here to email the Information Resilience and Transparency Team</p> |
|  | <p>To make a complaint to the UK Information Commissioner</p> <p>Go to the Information Commissioner Website</p> <p>Or telephone: 03031 231113</p> |
|  | <p>For the full document and more information go to:</p> <p>Drug and alcohol main privacy notice</p> |

