

## **Pure Innovations Adult Social Care Privacy Notice**

### **People who use Pure Innovations services and their parents and carers, where applicable**

Pure Innovations offers various services. We have to hold the details of the people who have requested the service in order to provide it. However, we only use these details to provide the service the person has requested and for other closely related purposes. In order to provide you with the service you have requested we will need to collect some personal information. This will be held in a secure location and stored and disposed of in line with our data retention policy. We are supported by a third party, OLM Systems Ltd for our case management system and we also use Awareness Software Limited, (ASL), for storing electronic documents securely.

Personal information about you will only be shared with third parties with your consent or if there is a legitimate reason for us to do so.

At initial meetings with clients, we collect data. If it is decided a client is not suitable for a particular project or the client decides they no longer wanted to access Pure's services, they will be exited and we will retain their information in accordance with Pure's Data Retention/Destruction Policy.

### **Where we get your information from ?**

We gather the information in relation to supporting you on one of our contracts from yourself. We may also gather information from:

- Adult Social Care
- Third party provider who has referred you into our services
- Parents / Carers / Family Members
- NHS
- School / College
- Experts such as Speech and Language / Behavior Therapists / Occupational Health Therapists

## **How long do we keep your information?**

Your information will be stored in line with Pure Innovations Data Retention / Destruction Policy.

## **How your information will be stored**

Data will be stored within ICT systems utilised by Pure Innovations

## **Transferring your information outside of the European Union (EU)**

Pure Innovations use IT systems in order to provide services to you. The data is stored within the UK.

### **In summary:**

- We will: -

- Design our services in a way that always considers your privacy
- Only collect information we need to support you
- Keep your information safe
- Keep your information updated and let you see it when you ask
- Only share your information with people we need to so we can support you in the right way and keep you safe
- Always ask for your consent, when needed
- Destroy your information, when we are allowed to

## **Individuals or organisations reporting a breach**

Pure Innovations is required by law to report any security breaches involving personal data to the Information Commissioners Office, (ICO). We have a process in place to respond to any breaches reported.

## **Complaints or requests to withdraw consent**

Please view the Pure Innovations Privacy Policy.