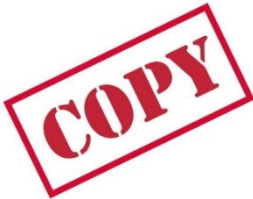


## Easy Read Privacy notice

### Scarborough and District

|                                                                                     |                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Personal data is<br/>Information about someone who is alive.</p>                                                                                                                                                                                                                                        |
|    | <p>The government has made a law to protect<br/>information about you.</p>                                                                                                                                                                                                                                 |
|   | <p>This means that staff who have information<br/>about you will have to keep this information<br/>private</p>                                                                                                                                                                                             |
|  | <p>This information might include your:</p> <ul style="list-style-type: none"><li>• Name</li><li>• Date of birth</li><li>• Address</li><li>• Phone number</li></ul>                                                                                                                                        |
|  | <p>Other information may include:</p> <ul style="list-style-type: none"><li>• Health problems and treatments you receive</li><li>• Information about you and your family and who you live with</li><li>• What is important to you</li><li>• Work you have done</li><li>• How much money you have</li></ul> |
|  | <p>We must offer you a copy of information we<br/>have about you.</p>                                                                                                                                                                                                                                      |

## Who do we share information about you with?

|                                                                                    |                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|   | <p>Scarborough and District Mencap will share with;</p> <ul style="list-style-type: none"><li>• Doctors</li><li>• Other hospitals</li><li>• Ambulance services</li><li>• Social workers</li><li>• Teachers</li><li>• Local councils</li><li>• Police men and women</li><li>• Voluntary services</li><li>• Nursing homes</li></ul> |
|  | <p>Sometimes we will have to share information about you if there is a law that tells us to.</p>                                                                                                                                                                                                                                  |

## How do we keep information about you safe and secure?

|                                                                                     |                                                                                                                                    |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>We make sure that all information about you is secure.</p>                                                                      |
|  | <p>We make sure that our computers do not let anyone see information about you unless they are the staff that are helping you.</p> |

## Why we collect information about you

|                                                                                    |                                                                                                     |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|   | We need to keep information about the support you require to know how best to help you.             |
|   | This information can be seen by other staff who will need to see it to support you.                 |
|  | This information about you helps all staff providing a service to you to give you the best support. |

## Under GDPR

|                                                                                     |                                                                            |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
|  | We must let you know why we are using information about you.               |
|  | We must only use the information about you that is needed for your support |
|  | We must make sure that information about you is correct                    |

|                                                                                   |                                                                             |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
|  | <p>We must not keep information about you for longer than it is needed.</p> |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------|

## How do I get a copy of information about me?

|                                                                                   |                                                                                                                                                                    |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Please phone us on: <b>01723 374819</b></p> <p>Email us at:<br/><b><a href="mailto:hello@scarborough-mencap.org.uk">hello@scarborough-mencap.org.uk</a></b></p> |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## More Information

|                                                                                     |                                   |
|-------------------------------------------------------------------------------------|-----------------------------------|
|   | <p>Do you have any questions?</p> |
|  | <p>Speak to staff</p>             |