

PRIVACY POLICY - GENERAL DATA PROTECTION REGULATION (GDPR)

Below is some important information that you need to know on how Redflag Wellbeing handles your personal information. This is known as GDPR - The 6 principles of GDPR can also be found by visiting: <https://www.ico.org.uk>

Redflag Wellbeing is GDPR compliant and has taken strict measures to ensure that your personal information is handled according to the GDPR legislation. What this means for you;

- You have the right to see your care & support plan and what is written in your plan. If you would like a copy of your care & support plan or would prefer to take a look at what is documented and or the information we hold on you, please speak with your key worker who will arrange this for you.
- Redflag Wellbeing has collected your personal information for the legitimate purposes which are to offer you care & support to help you meet your care & support needs. We will never ask you to disclose your personal information for irrelevant purposes or intentions.
- As a Well-being company, Redflag Wellbeing is interested in empowering you to reach your personal goals. We are person-centered and will need some background information to help you to strategically reach your goals going forward. We adhere to data minimisation and so we only require relevant information from you to help you achieve your goals.
- Redflag Wellbeing would like to keep accurate information about you. If you feel that our information is incorrect or inaccurate, please notify us ASAP so that we can rectify without delay.
- Your data will be stored in your care & support plan folder locked away in a secured location on site whilst you are receiving care & support from Redflag Wellbeing. Once you leave the accommodation, we will store your information in a secure unit off site for a maximum of 3 months from the date you ended your tenancy. Once the 3 months have passed, we will destroy all of your personal information. Information from your documents may be used for our company's evidence of lessons' learned or case studies and we will ensure to protect your identity by ensuring we do not reveal your identity to carry out our evidence based findings. We will be sure to hide your gender, age and any personal information to carry out our further learning, staff training, case studies and lessons learned investigations.
- Where we may have your data on mobile devices, laptops and USB sticks, we have taken security measures to ensure that all our mobile devices are firewall protected and stored away off site. In the event of accidental loss of the company's mobile devices, we have secure passwords, secure pin numbers that are held by Redflag Wellbeing GDPR safeguarding Lead and Company Directors.