



FULL OF LIFE CONFIDENTIALITY POLICY

Introduction

Full of Life in the course of providing services to families, disabled children and young adults will collect and process personal information.

When you supply any personal information to us we have legal obligations under the Data Protection Act,

1. To collect the information fairly
2. Let you know how it will be used
3. Keep the information secure.

Information we may collect,

1. Name
2. Address
3. Telephone number
4. Medical Information
5. Education Information
6. Benefit Information
7. Needs assessments
8. Care Plans
9. Housing
10. Images
11. Job applications
12. CCTV Images for the prevention and detection of crime

This list is not exhaustive and in providing services other information may come to light.

How we use your information

The information is used to provide and tailor our services, so that those receiving our services get maximum benefit. We may also use images taken in the course of our activities for fundraising and to promote our services, we will always ask you before these images are used. We will not supply any information to a third party without your consent, **except where there is a concern relating to safeguarding.**

Subject Access Request

A data subject may make a subject access request at any time to find out more about the information which the Company holds about them. Subject access request should be in writing and must make clear who is making the request. Please see our Data Protection Policy for more information, this can be viewed or copied for you by the member of staff you are dealing with.