

Privacy notice – Aspire Customers

Why do we hold your data?

The personal information we hold allows us to provide a service to you. There are a range of activities where your data is used such as:

- Service delivery
- Service improvement and planning
- Financial transactions
- Safeguarding Children and Adults
- Equality Monitoring
- Prevention and detection of crime
- Statutory requirements for example reporting to the Care Quality Commission
- Reporting to funders under contract

What personal data do we hold?

For Aspire to provide a service to you we need to hold your information. The General Data Protection Regulation (GDPR) requires us to only hold information that is required and that we have a 'Lawful Basis of processing'. The table below provides examples of the data we hold and the Lawful basis of processing.

Aspire provides day services, supported living services, respite and crisis services to adults with a learning disability and their family carers. As we offer a range of services the personal information that we hold will vary based on the services you use.

Some data is called special category data which is more sensitive. Special category data includes information about an individual's race, ethnic origin, politics, religion, trade union membership, genetics, health, sex life or sexual orientation and we have to look after this information more carefully.

For any special category data the GDPR requires us to have a 'Condition for processing special category data' which for your information is:

(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;



Further information on Lawful basis of processing and special category data can be found on the information commissioners website <https://ico.org.uk/>

Data we hold	Lawful basis of processing	Special Category Data
Name Address Date of birth	Legitimate interest	No
Social Care Record Number	Legitimate interest	No
NHS Number	Legitimate interest	No
Civica Number	Legitimate interest	No
Passport number and expiry date	Legitimate interest	No
Your next of kin/Family/Social worker/Key worker: Name, Address and contact details	Legitimate interest	No
Capacity assessment	Legitimate interest	Yes
Information to aid support and care - Life history - What is important to you - Who is important in your life - Which activities you enjoy - How you like to be supported - How to keep you safe - Your personal care needs - Emotional and behavioral support - Details of your best interest decision - Support with your finances - Your medical and health needs - Your allergy details - Your nutrition, hydration and food safety information	Legitimate interest	Yes
National insurance number Details of income or benefit and outgoings Weekly Budgets Details of savings Bank details National insurance number	Legitimate interest	No
Details of risk and approaches to reduce risk - includes details of your personal requirements Additional risk assessments for different requirements such as fire, going out in the community, finances, medication.	Legitimate interest	Yes
Medical correspondence Bank correspondence/statements Utility bills Record of your spending	Legitimate interest	No
Record of your physical exercises	Legitimate interest	Yes
Details of accidents or incidents	Legitimate interest	No

How your information is stored

Your information is stored in a range of electronic and paper formats. Access to your personal information is limited to only those individuals who are authorised to do so.

We are required by law to hold your personal information for a set period of time. We have a records retention schedule that can be viewed at <http://www.aspirecbs.org.uk/>. All personal information will be securely destroyed or deleted after the retention period.

Information sharing

Where we do not directly provide a service (for example Leeds City Council Care Management, healthcare professionals, IT and software providers) we may need to pass your personal data onto the organisations that do. Information will only ever be shared when it is necessary to help us provide effective services and it is done so under contract, which states how those companies must keep your data safe.

We may need to share the personal information you have given to us with organisations such as the police or other government bodies. For example, where it is:

- to prevent serious harm to others
- to help prevent or prosecute crime
- as a requirement of statute law
- because a court has asked for it

We will not share nor sell your information to anyone for marketing purposes.

Automated decision making

Aspire has no computer systems in use that make automated decisions.

Access to personal information

You can request access your information at any time by contacting us using the contact information below. Where possible we will comply with your request but sometimes this is not possible. If it is not possible for us to comply with your request we will contact you to let you know why.



How you can contact us

If you have any questions about this privacy notice, have any concerns about the data we hold and how it is used or would like to notify us of a possible data breach please contact us:

Email: info@aspirecbs.org.uk
Post: Information Compliance Officer
Aspire Community Benefit Society
Westfield Chambers
Lower Wortley Road
Leeds
LS12 4PX

Changes to this privacy notice

We keep our privacy notice under regular review. This privacy notice is v2.0 and was last updated on 21 May 2018

