

## General Data Protection Regulation Privacy Statement

Path (Plymouth Access to Housing) Ltd is a Charity and a data controller registered with the data protection regulator, the Information Commissioner's Office (ICO)

Our registered address is: 28-42 Harwell Court, Plymouth, PL1 1PY, 01752 255889

### Sharing Information

All sharing of personal information is strictly controlled by law and anyone receiving information is under a legal duty to keep all information confidential.

Path routinely shares information where appropriate with local providers involved in your care, for example, Plymouth City Council departments, housing providers, support providers, Plymouth social services, GPs, police and probation, benevolent funds and credit unions / financial institutions.

There may be occasions where staff are duty bound to disclose personal information without your consent. This will only happen if there are concerns around your immediate health and safety, threats being made to self or others, safeguarding issues or any serious criminal offence.

### What information is being collected?

Personal information is any information we record about you that can identify you directly or indirectly as an individual.

Special category data is personal data which the law says is more sensitive and needs more protection.

Personal Information	Special Category Information
Name	Racial & Ethnic Origin
Postal address/email address	Religious beliefs
Phone/mobile number	Health
Next of Kin / Family or Friend contacts	Sexual orientation
Other services and support you're accessing	Financial

### How will you use my personal data?

At Path we take your privacy seriously and will only use your personal information in the following ways:

- checking eligibility for services
- assessing your needs
- safeguarding
- assessing risk
- statistical analysis for service delivery and funding applications
- accessing and sharing information with partner agencies
- monitoring the quality of our service delivery including asking for feedback

### How long will you keep my personal data for?

We will keep your personal data for only as long as is necessary for us to fulfil the purposes explained to you and to meet our legal and regulatory obligations. After that the information will be securely and permanently destroyed.

### Withdraw consent

You can withdraw consent at any time. You will need to either see your worker or write in with your details stating that you would like your record deleted or complete an on-line form via our website [www.pathdevon.org](http://www.pathdevon.org).

### Changes

We want to make sure the information we have is accurate and up to date. You may ask us to correct information or remove anything you think is inaccurate.

### Accessing Information

You have the right to request a copy of the information that we hold about you. This is called a subject access request. If you would like a copy of all or some of the information please use the contact details on the reverse of this page.

### Will I be penalised if I wish to withdraw my consent?

No. However this may impact on services you receive and could halt or delay our ability to liaise and communicate with other agencies concerning your housing needs.

### Consent

- I understand that my information will be stored on relevant electronic systems used by Path and our partners within the Plymouth Alliance to deliver services to me and on Path's internal systems.
- I consent to Path sharing my personal data to converse with other agencies/organisations, landlords and benevolent funds involved in the process of checking my eligibility for services, assessing my needs and providing me with help around my housing and wellbeing.
- I understand how my personal information will be used by Plymouth Access to Housing (Path).
- I consent for Path to storing special category information / sensitive personal information.

Please confirm in what way you consent to us contacting you:

- |   |                                       |
|---|---------------------------------------|
| <input type="checkbox"/> Email: _____     | <input type="checkbox"/> Post         |
| <input type="checkbox"/> Telephone: _____ | <input type="checkbox"/> Text Message |
| Name: _____                               |                                       |
| Signature: _____                          | Date: _____                           |