**Privacy Notice**

**This privacy notice applies to adult services provided by Spectrum**

 **Days**

At Spectrum Days we use your information so that we can provide services



It is the law that we keep this information safe

The privacy notice is about:

* Because we need to keep your information.
* What kind of information do we keep and why do we need to keep it
* Who can we share the information with?
* How long will we keep your information
* How can you ask us about your information

# Purpose for processing

We have to think:

* Your ability and inability for us to provide services that are:
* Safe and comfortable.
* So you can visit shops, events and local activities 
* Pass it to me with your friends.
* That the activities we provide in our building and in the homandmake you happy.
	+ We received the right amount of money for your service.
	+ That the people who help you can do a great job
	+ So we can work with the people who pay us for helping you.
	+ To help others who help you:
	+ To make things right if things go wrong.
	+ Keep you and your friends safe.
	+ To protect you from people who might want to do wrong.
	+ So we can work with other organizations that want to keep you safe.

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# Personal information collected and legal basisIcon  Description automatically generated

Spectrum Days uses information about you, which can be:

* Your name/age/address/family details
* Your contact details. Phone numbers / email address.
* Personal Reference Numbers - Unique Social Assistance Customer Reference Number

SNS number

* How the police might have helped him.
* Information about your money.
* How you like living and who you live with.
* What you do and don't like
* How unhappy you might have been in the past.
* If you've been or have felt insecure in the past.
* Pictures of you.
* Like you told us what you think.

We may also use some special information:

* Fingerprints and facial recognition.
* Your health
* The history of your Race or ethnicity
* What you believe.
* Anything you could have done wrong.
* The political party it supports
* Sexual orientation

The  legal reasons for the processing of this personal information are:

* Required for a public task
* Necessary for compliance with a legal obligation, e.g. Health Care Act 2014
* Required for a service contract
* Consent of the individual or his/her legal representative
* Legitimate interests for employee management purposes.

# Who we can share your information with

Your i nformation will only be shared when we are providing services. You can say "no" to share your information, but we won't be able to support you. We will not give it to anyone else unless we are required to do so by law or in all reasonable circumstances disclosure is fair and justified for the purposes of processing or subject to a legal exemption from data protection.

We can get information from:

* Schools and Colleges
* Social Workers
* Your family
* Health Services - Your doctor, dentist, optics, ambulance services, hospitals
* Organizations that make sure we're doing a good job
* People who help you with your home
* The Council
* Advocacy providers and appointees
* Care Home and other social care providers
* People who have been appointed to make decisions for themselves
* Office of the Public Guardian
* Department of Work and Pensions (DWP)
* Home Office
* Banks and building societies
* Adult safeguard framework
* Social workers for adults and children
* Other Worcestershire County Council services as appropriate, including Local Government Legal Services & Social Care Provider

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# How long will we keep your information

We will keep your information for 8 years after the end of our services. Other types of information have different retention periods

# Your information rights

You are entitled to a copy or description of your information, subject to legal restrictions. Please write to Maggie Allen, Spectrum Days, Old Coach Road, Droitwich Spa, Worcestershire WR9 8BB to place an order.

Contact Maggie Allen: 07972704378 mallen@spectrumdays.co.uk you want:

* Make changes,
* Restrict the people with whom we share your information,
* Complain
* Ask us to destroy your personal information

This may be possible depending on the service and legal basis.

# Changes to this warning

We look at this Privacy Notice once a year. This Notice was last updated on September 28 , 2022.