



## Data Protection

Your name and address and other personal details were given to us (Queensferry Churches Care in the Community) when you were originally referred to us. During our initial meeting with you, and throughout our association with you, we will ask you to supply personal information. We will use this data only to enable us to supply a service to you. This data will be held securely and destroyed after our use for this data is completed.

As a user of one of our services, you have an absolute right:-

- 1) To see any information which is kept on file about you (this will be provided within five working days of the request being made). You also have a right to request to have some or all of this information removed.
- 2) To refuse permission for QCCC to pass on any information about you to people outside the organisation. The only exceptions would be in respect of any criminal offence or any serious risks to health or life.

In relation to the above we would now like to ask your express permission to share relevant personal details with the following outside bodies.

- i) Department of Health and Social Care (to enable them to accurately assess levels of care provision and also to improve inter-agency working).
- ii) Our regulatory body the Care Inspectorate as part of their inspection process. This is to allow them to assess that we are fulfilling our regulatory requirements governed by law.
- iii) National Health Service (to improve inter-agency working).

At all times we will share only the minimum amount of information required.

I have read, understood and agree to the above,

Name:..... Date:.....