

**St Margaret's
Hospice Care**

Easy Read Privacy Notice

**This notice explains how we use your personal
information at St Margaret's Hospice Care Ltd**

Personal Information

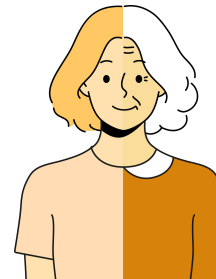
Personal information can be lots of different things about you, such as:



Your name



Your address



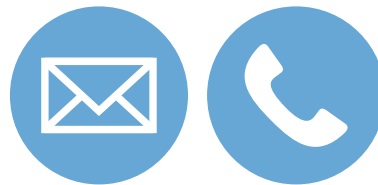
Your age



Images or recordings of you



Your sex or gender



Contact details of you, your family, or people that support you



Information about your money



Things that are important to you

**We have to be careful with all your personal information,
but we have to extra careful with information such as:**



Information about any health
problems or disability



Information about your race, religion,
beliefs, or sexual orientation

Why do we need your personal information?

We use your information for lots of different things, such as to:



Provide you with the best possible care and support



Tell you about things that are happening or invite you to events we think you might be interested in



Make sure our services are fair and can be used by all kinds of people

If we don't have your information, you could miss out on some things.

How long do we keep your personal information?



We only keep your personal information for as long as we need it, unless the law says we must keep it for longer

How do we keep your information safe?



We stop people looking at your information unless they have a need to see it.

People who use your information cannot tell anyone about what they know about you, unless they are worried about your safety, or the safety of someone else.

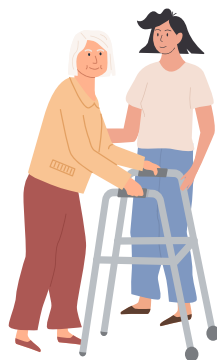
Who do we share your personal information with?

Sometimes we need to share your personal information with other organisations. This is to ensure you get the services you need.

We might need to share your information with:



Your GP and other health providers



Other people who look after you



Other organisations who can provide you with support or equipment



Emergency Services



**Sometimes we have to share information
about crimes and breaking the law.**



**We never sell your information to anyone
else.**

Your Rights

There are rules about how we use your personal information:



We have to follow the law - called the Data Protection Act



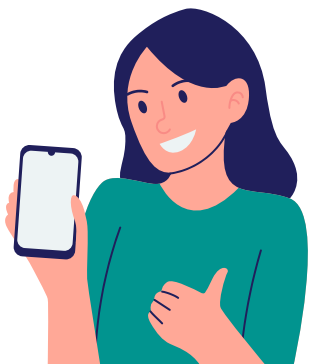
We have to let you know why we are using your information and can only use it as you would expect



We may need you to agree that we can use some of your information, and if you say no, we can't

Your Rights

You have a right to:



Know what we are doing with your personal information and why we are doing it



Ask us for the information we have about you



Ask us to change any mistakes



Ask us to stop using your personal information, or to delete it

I want to know more

If you want to know more or are unhappy with what we are doing with your personal information you can get in touch with our Data Protection Officer:



Data Protection Officer
St Margaret's Hospice Care
Heron Drive, Bishop's Hull
Taunton, Somerset TA1 5HA

Telephone 01823 333822

Email dpo@st-margarets-hospice.org.uk

Or visit our website at [St Margaret's Hospice Care](https://www.st-margarets-hospice.org.uk).

You can also contact the Information Commissioner's Office

**They are an independent organisation
whose job it is to make sure we follow
the rules.**

You can write to them at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF

Telephone 0303 123 1113

Email icocasework@ico.org.uk

