

Privacy notice for New Residents

As part of the admission process, the organisation collects and processes personal data relating to the resident. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

The organisation collects a range of information about you.

This includes:

- Your name, address and contact details, including email address and telephone number.
- Details of any medical conditions, past and present.
- Details of your next of kin, whether this is a family member or a friend and their contact details.
- Details of your General Practitioner and any other health or social care professional who may be working with you.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religious belief.
- Your views on end of life care and Funeral Director. This will often be discussed when you know us a bit better.
- CCTV is in operation at Three Corners for your own safety and for the safety of the building. Data is stored for one month, before being deleted.

Some of this information we will be able to ask you for. Some of it we will ask your family or friends for and some we will ask your GP for.

The data will be stored in your personal file and on a computer. The files will be locked and only designated people will have access to them. The information we build up on you, will need to be shared with other professionals at times. If you become ill, we would need to share with your GP, or the hospital, in order to get the best treatment for you. We will usually share some of your information with your family, named friend, when they visit.

You will always be able to ask us not to share your information with named people. Your data will be destroyed when it is no longer required and in line with legal requirements. We will not ever sell any information or give it to anyone else without your permission.