



# ASD Support Ltd Privacy Policy

## **Our contact details**

Name: Joseph Kinch

Address: 34 Bakewell Road, Loughborough, LE11 5QY

Phone Number: 01164825171

E-mail: [info@asdsupport.co.uk](mailto:info@asdsupport.co.uk)

## **The type of personal information we collect**

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name and contact details)
- Assessments from professionals and multi-disciplinary teams
- Personal Identification
- Job application forms
- Personal CV's
- Support documentation
- Photos
- HR documents
- Financial information
- Emails and phone records



## **How we get the personal information and why we have it**

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have applied for a job with our company
- We have received a referral from a government body such as social services or the NHS

We use the information that you have given us in order to:

- Process information on people working for our organisation.
- Ensure that we protect the vulnerable people whom we care for.
- To create support documents, care-plans, risk assessments and admission assessments for the people whom we support.
- To enable us to provide care in accordance within our own policies and procedures as well as guidance and legislation set out in the Health and Social care act.

We may share this information with:

- The Care Quality Commission
- Social services
- Local government
- The NHS

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

**(a) Your consent. You are able to remove your consent at any time. You can do this by contacting: Joseph Kinch at ASD Support Ltd**

**(b) We have a contractual obligation.**

**(c) We have a legal obligation.**

**(d) We have a vital interest.**

**(e) We need it to perform a public task.**

**(f) We have a legitimate interest.**



## **How we store your personal information**

Your information is securely stored.

We keep your personal information in a digital format on Google Drive and Access people planner for 7 years, we do not keep paper copies of contracts or application forms. We will then dispose your information by deleting the information from our hard drives and software applications.



## **Your data protection rights**

Under data protection law, you have rights including:

**Your right of access** - You have the right to ask us for copies of your personal information.

**Your right to rectification** - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

**Your right to erasure** - You have the right to ask us to erase your personal information in certain circumstances.

**Your right to restriction of processing** - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

**Your right to object to processing** - You have the the right to object to the processing of your personal information in certain circumstances.

**Your right to data portability** - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at [Info@asdsupport.co.uk](mailto:Info@asdsupport.co.uk) if you wish to make a request.



## **How to complain**

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Name: Joseph Kinch

Address: 34 Bakewell Road, Loughborough, LE11 5QY

Phone Number: 01164825171

E-mail: [info@asdsupport.co.uk](mailto:info@asdsupport.co.uk)

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

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

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>