**The Home Help Group Ltd.**

**Privacy Statement**

The General Data Protection Regulations (GDPR) came into force on 25th May 2018 and requires that all businesses issue a privacy statement to all clients and contacts regarding the data held about them.

**1. Data held**

The Home Help Group holds personal contact details as well as information about a Clients medical history, if applicable. Data is only held for the services that you engage us to provide. You may also choose to provide us with relevant information from third parties, such as other agencies or medical professionals involved with you. This information will inform our work with you.

**2. What we do with it**

Personal contact information is kept in case of emergencies and used for scheduling, invoicing and communicating with you about services offered. Personal and medical data will be retained in paper form and stored in locked cupboards or stored on a password protected laptop. The information that you provide will remain confidential. We will not pass on your details unless we have your agreement to do so or unless we are required by law to disclose information.

**3. Individual rights to the data held**

The client has the right to see any information that it held about them. If you have any concerns about the data, please contact us directly by telephone on 01922 692381, via email homehelpgroupltd@gmail.com or by post to The Home Help Group, 110 Pelsall Lane, Walsall, WS4 1NQ. If you are aware of any errors in the information, please let us know so that this can be corrected.

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Please sign and date below to acknowledge that you have read and understood this statement.

Name of client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of representative (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_