



**Epsom, Ewell
& Banstead**

Family
Information
and
Data Protection Summary

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admin@hseeb.org.uk
www.hseeb.org

Personal details held

Home-Start Epsom, Ewell and Banstead (HSEEB) collect and use your personal information (data) for several reasons; to provide the support you require, for monitoring and funding purposes, (this is processed under the basis of legitimate interest). Your information is on the referral/registration form which was sent to us by a referrer or yourself, who gained your consent to pass this onto us. It includes personal information as well as information given to staff at visits during the support you receive. We keep personal information securely in electronic format.

Within Home-Start Epsom, Ewell and Banstead

To ensure that we support your family to the best of our ability, HSEEB staff and volunteers will hold regular meetings to discuss our role within your family, this is recorded. To ensure that we are doing all we can to help you, your co-ordinator is supervised regularly where your situation and support will be discussed, again this is recorded.

Referrals to other agencies

It may be that you require assistance from another outside organisation. We will seek your permission (unless there are safeguarding concerns) before giving them your personal details. We will check that this organisation is compliant with the new data protection procedures before sharing your information.

Our funders' requirements

We are a small self-funded local charity and rely on donations and grants. In turn for their funding they may ask us to provide information about our services and the way we support families. No identifiable information is given, but this is an important way to show what a difference our support can make.

Notes about sharing personal information

You will be asked to confirm that:

- you have read and understand the contents of our privacy notice relating to your personal data as held and processed by Home-Start Epsom, Ewell and Banstead.
- you are aware of how your family's personal details are being held in line with our policies and understand that only relevant and in-date information should be held.

- you are aware of your anonymised data being collected and used to meet the requirements set out by the funders who enable you to receive Home-Start Epsom, Ewell and Banstead support.
- you understand that you can inform us at any time to stop using your personal information.

If you choose to object to us using your personal information or to share it with other organisations, we may not be able to provide you with our services, or only provide you with a more limited service. We may still share your details with others in circumstances where we have reason to believe that this will help protect you or someone else at risk.

We will also remind you at regular intervals about the information we keep and ask you to update us with any changes.

Please refer to the **Privacy Notice for Families Using our Services** at www.hseeb.org for more details of the information we collect, why and when we may share your information, how we store it securely and what you can request from us. Be assured, we only keep what is necessary for us to support your family.

We are committed to protecting the privacy and security of your personal information, in accordance with the EU General Data Protection Regulation (GDPR) and UK's Data Protection Act 2018.

If you would like to know more about the personal information we store or to discuss anything in more detail please firstly speak to your coordinator by calling the office.

There are many other rights now related to your personal data please see www.ico.org.uk/for-the-public.