



# General Data Protection Regulation (GDPR)

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## Processing data

Choice Support holds and processes large amounts of data about the people we support, friends and family and our employees. It is essential that we have secure data management processes that comply with the law.

*The Data Protection Act 2018 gives people greater control over personal data held and sets out penalties for mishandling data.*



## How does this apply to family members?

We collect a vast amount of personal data about people we support, including information about family and friends. This helps us support people well and maintain relationships.

Included in this are:

- contact details and how to communicate with you
- birthdays and special dates
- consent to share information with you.

It is important that you understand why we ask for your personal information, what we do with that information and how we keep it secure. You can read our privacy notice here: <https://www.choicesupport.org.uk/privacy>

Do not hesitate to ask us if you are not sure and need more information.

## Contacting you

We will ask you for contact details and the best way to contact you. Our families newsletter is sent out to you via email or post. You can unsubscribe at any time.

Choice Support may contact you to ask how we are doing with your family member's support. This could be a phone call or a survey. Please let us know if you don't want us to contact you for these reasons.

***If your contact details or communication preferences change, please let us know as soon as possible.***