



# YOUR GUIDE TO DATA PROTECTION



## Principles of Data Protection

**Under the Data Protection Act 1998, you have the right to confidentiality.**

**Everyone responsible for using data has to follow strict rules called 'data protection principles'.**

**As such, KCIL must make sure the information is:**

- Used fairly and lawfully
- Used for limited, specifically stated purposes
- Used in a way that is adequate, relevant and not excessive
- Accurate
- Kept for no longer than is absolutely necessary
- Handled according to people's data protection rights
- Kept safe and secure

## What information does KCIL process and hold about me?

**KCIL holds all records in the strictest confidence and our staff are trained accordingly.**

**The information we process and hold depends on how we are supporting you.**

**For everyone we record address, date of birth and contact details.**

**We may also keep:**

- A copy of your support plan if we help you with your direct payment
- The recruitment process if we are helping you employ a PA
- Your bank details if we help you with direct payment monitoring forms
- Medical condition and/or disability
- Ethnicity
- Living arrangements
- Marital status



.....  
**The Data Protection Act gives you the right to find out what information the government and other organisations stores about you.**

**If you want to know what information KCIL holds about you, write to us at: River Reach, 31-35 High Street, Kingston upon Thames KT1 1LF**

**We are legally required to give you a copy of the information we hold about you if you request it.**  
.....

.....  
**Sharing information**  
.....

**We will not share information held about you unless:**

- You ask us to do so
- We have received your specific permission to do so (e.g. social workers, GPs or other healthcare professionals)
- We are required by law to do so e.g. if a safeguarding issue arises
- If public interest overrides the need to keep information confidential
- We are required to share non-identifiable information with the council

**Anyone who receives information from us has the same legal duty to keep this information confidential.**

