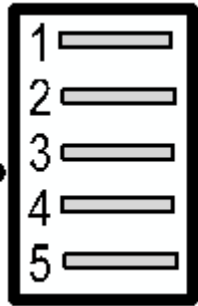




## Information we keep about you



On 25th May 2018 there will be new rules about the information we keep about you. The new rules are called the General Data Protection Regulation (GDPR)



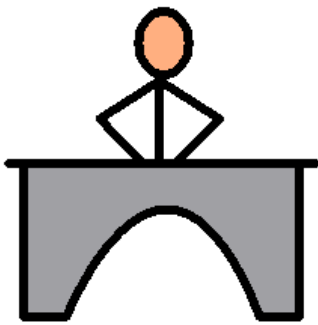
We have to tell you what information we keep about you and why.



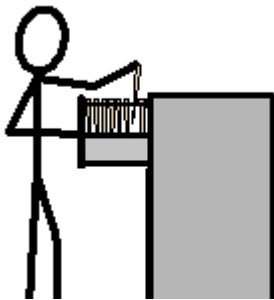
We keep information about you to help us give you the best care and treatment while you are in our hospitals or care homes.



The information we keep about you are things like your name, date of birth, gender, religion, your care plan, any criminal convictions, contact details for your relatives and your medication.



We are Elysium Healthcare and we manage how information about you is stored and used. We are called the “Data Controller”.



We will always make sure that this information is kept up to date and only says things that are true.



It is important that you tell us of any changes to your personal information; this includes contact details for your relatives or next of kin.



We will keep information about you safe and confidential at the service where you are staying.



We get information about you when you are referred or admitted to one of our services. This information might be from you, your carers, your family or those who help care for you such as doctors.



We will only use your personal information if you tell us we can, we are allowed to by law or if there is a legal reason we need to use it.



You don't have to tell us all of your personal details.

You can just tell us the information you are happy for us to know.



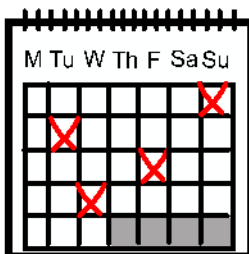
We will only use your personal information for the reason we collected it.



Information about you will only be shared with those who need it; such as those that are involved in your care or treatment.



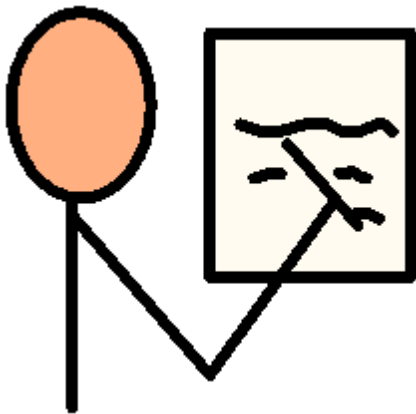
We will never sell your details to a third party.



We will not keep any personal details about you longer than is needed.



You can ask to see or correct information we hold about you or ask to have it deleted, for us to stop using it, or to move it. To do this, speak to your care team or contact the Data Protection Officer.

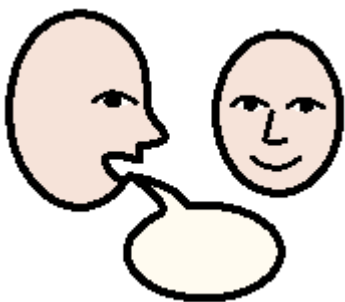


The Data Protection Officer makes sure we are doing everything right with how we look after and collect information about you.

You can contact the Data Protection Officer with any questions or complaints at:

Elysium Healthcare, 2 Imperial Place,  
Maxwell Road, Borehamwood WD6 1JN

You can also contact the UK regulator at [casework@ico.org.uk](mailto:casework@ico.org.uk).



We will tell you if we change our policy.

If you have any questions you can talk to staff in your service.