

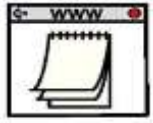


private



information

## Privacy Statement (easy-read summary)



website

The privacy statement is on the Thera website and talked about in some of the Thera papers you will get. The privacy statement tells you how Thera will look after the personal information we hold about you and how you can better control your personal information. We will keep your information secure and confidential.



protect

This document applies to you if you are either supported by Thera, are a member of Thera staff or a volunteer.



you

The statement tells you:



- About Thera and who to contact if you have a question. [Page 1]
- The information we may collect about you (your name, age, address, health details as well as other information). Some of this information may be sensitive personal data and there are additional rules Thera has to follow to keep this information safe. [Pages 1-2]
- The types of information about you which we will use and the legal reason/s for having ('processing') your information. (Most importantly to provide you with good support, as well as keeping in touch with you, telling you about changes to Thera and so on). [Pages 2-8]
- Who we will talk to in order to get your information (you, family and friends, your local authority, your support team, Thera, previous employers and other people), and the types of information we might receive from other people or companies. [Pages 8-9]



information



use



who



share

- Who we will share your information with ('third parties') and how they might use it. (Other Thera companies within the Group, as well as other companies and people outside Thera. This may be your medical staff, or your social worker, as well as other people. We will only share information we have to share and you will know and agree to the information being shared). [Pages 10-12]



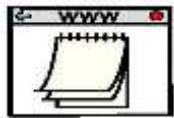
storage

- How and where we will keep your personal information (on a computer or paper copies). These are looked after very carefully. [Pages 12-13]



time

- How long we will keep your information for. [Page 13]



website

- Information about cookies on Thera's website. 'Cookies' are small files which websites store on your computer and which contain information about your visit to the website. [Page 13]



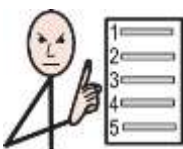
legal rights

- Your legal rights regarding your personal information, including being able to ask for your information or to say if you don't want Thera to have your information any longer. [Pages 14-15]



complaints

- How you can make a complaint. [Page 14]



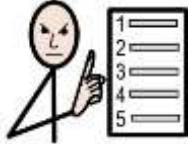
policy

- Thera has an Information Security Management System (which includes a Data Protection Policy and a number of other policies). This system protects your rights and privacy as the law tells us to (Data Protection Act 1988). This law makes sure your personal information is only used with your knowledge and, from 25<sup>th</sup> May 2018, when the EU General Data Protection Regulation ("GDPR") becomes the law, we may need to ask you for your consent.



questions

- You can ask to see what information Thera has about you. This information is free of charge, unless you make lots of requests for information or the information you want will take us some time to get from our files. [Page 15]



compliance

All of the information we keep about you is to help Thera provide you with good support or help you while you are working for Thera. Thera is very careful at looking after your personal information at all times.