

# Abbeydale the care home with a difference

## Where excellence comes as standard

### Privacy Notice

Abbeydale is a business, owned by the Catherine and Robert Dey. This privacy notice explains how we use any personal information we collect about you, during the information gathering process known as an Assessment of Need. Topics covered are:

- What information do we collect about you?
- How do we use such information?
- Access to your information and correction

### What information do we collect about you?

The nature of our service means that very personal and sensitive information is discussed, openly and honestly, to ensure we can meet your health and social care needs in ways that are unique to your individual circumstances. The specific type of information is required in order for us to meet our legal and regulatory obligations as a registered provider.

The Lawful Bases which we use are contained within the Data Protection Act 2018 are

- **Consent:** the individual has given clear consent for us to process their personal data for a specific purpose.
- **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked us to take specific steps before entering into a contract.
- **Legal Obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).
- **Vital Interests:** the processing is necessary to protect someone's life.
- **Public Task:** the processing is necessary for us to perform a task in the public interest, or for official functions and the task or function has a clear basis in law.
- **Legitimate interests:** the processing is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. (Does not apply if a public authority is processing data to perform its official tasks).

### How information about you will be used

We may share information regarding your care with those who have a need to know, namely Health Professionals, such as GP's, District Nurses, Hospitals etc, Local Authorities, includes departments such as Social Services, Housing, Day Centres etc. Any relevant person identified by you, such as an L.P.A., and our staff. We would like to contact you about the services we provide, please indicate below your preferred contact method.

Personal information supplied to us is used in a number of ways, for example.

- To agree a Care Plan
- To review your care needs
- To monitor your medication
- To help us improve our services.

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### How will we use this information?

Upon completion of your Assessment of Need, we compile a Care Plan which sets out tasks, aspirations and outcomes in order to meet all your identified needs and this is regularly reviewed and updated. This includes liaison with all those involved in your care such as family, your representative relevant health and social care colleagues and other professionals.

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**Post                      Email                      Phone                      SMS**

We will not share your information with anyone except those indicated above, unless required by law. If you do not wish this information to be shared, please indicate below.

**Yes                      No**

### National Data Opt-Out

Under the [national data opt-out](#) planned to be implemented in April 2022, everyone who uses publicly-funded health and/or care services can stop health and care organisations from sharing their "confidential patient information" with other organisations if it is not about managing or delivering their care. For example, if this information is used for research or planning purposes. It does not affect how we share information with other organisations to manage someone's care and it won't apply if we have explicit consent to share information or if the information is appropriately anonymised.

### Access to your information and corrections

All files held in your name are available for your perusal and you can ask us to remove information which is inaccurate. Please email or write to us at

[info@abbeydale-care.com](mailto:info@abbeydale-care.com)

Abbeydale Residential Home,  
Grove Road,  
Ilkley  
LS299QE

Any questions regarding this please seek advice from Francesca Dey  
01943 603074