

Data protection and confidentiality at Oxfordshire Mind

This document is a summary of the Data Protection and Confidentiality Policy, for more in-depth details please refer to the policy in full

Our Data Protection and Confidentiality Policy

What you need to know

Data protection laws, including the UK General Data Protection Regulation (GDPR) are there to protect individuals' rights and privacy. These laws make sure that information about individuals is not processed without their knowledge.

Oxfordshire Mind is committed to keeping your information safe and complying with all data protection laws, including the UK GDPR.

This means we must make sure that we collect and use personal data fairly, tell people how we will use their data, store it safely and securely and not disclose it unlawfully to third parties. We will take care that the information we collect is relevant and that we do not collect more information than we need.

How to contact us

Email us

dataprotection@oxfordshiremind.org.uk

Phone us

01865 263755

Write to us

Data Protection Lead
Oxfordshire Mind
2 Kings Meadow
Osney Mead
Oxford, OX2 0DP

How we comply with data protection and GDPR legislation

We only use personal data for a reason allowed by law

Under GDPR there are six types of **legal basis** for using people's personal data. These are legal reasons for which the law allows the processing of personal data and organisations must state which of them they are using when they process people's data. You can find information about the legal basis we use on our **Data Privacy Notice** and more information about the six legal bases on the ICO website here <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/lawful-basis/a-guide-to-lawful-basis/>

Consent

People who have used Oxfordshire Mind services in the past may have been asked to give consent for their data to be processed. Consent is one possible legal basis for processing personal data. Asking people to give their consent can make it more difficult for them to access services easily, so in future we will make sure we use other valid legal reasons to collect and process personal data wherever possible. This doesn't change our obligations under data protection legislation.

We keep people informed about how we use their data

We publish a **Data Privacy Notice** that sets out in detail the data we collect and how and why we use it. We also make sure that information is available in our services and on our website.

We make sure people know their rights under data protection law

Our **Data Privacy Notice** also includes information about your rights under data protection law (and you can find the information on the back of this leaflet!)

We keep data safe and secure

Personal data is stored securely and only shared when we have a data sharing agreement that allows us to do so. We don't keep personal data for longer than needed and we dispose of it securely. Oxfordshire Mind's first priority is always the needs of the people who use our services and we take care to comply with data

protection legislation to protect their rights and keep the information we collect safe and secure.

You have the right to know what information we hold about you and how we use it, and you can ask us for copies of all the personal information we hold about you.

If you think we are holding personal information about you that is incorrect or incomplete, you have the right to ask us to correct or complete it.

You have the right to ask us to remove your personal information in certain circumstances – for instance if we no longer need it for the purpose for which we collected it or if we need your consent to retain it.

You have the right to ask us not to use your data in certain circumstances – for instance, if the information could be incorrect and needs to be verified.

You have the right to object to your data being processed by us if you believe that the harm or distress caused by the processing outweighs our contractual obligations and interest in supporting you.

You have the right to ask for any electronic data you have provided to us to be shared with you in a way that can be used by other services or applications.

For more information - <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

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