



Out-Space Data Protection Policy

My contact details:

Name: Lyndon Samuel

Phone Number: 07443 013 341

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The type of personal information I may collect

I currently collect and process the following information:

- Name, address and contact details
- Type of support required
- Names and contact details of any important 'others' for example, next of kin

How I get the personal information and why I have it

Most of the personal information I process is provided to me directly by you (or your representative) in order to arrange and provide your support

We may share this information (**only** with your express permission) with other organisations on a 'need to know' basis e.g. a GP

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases I rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting me.

(b) I have a contractual obligation with you.

(c) I need it to provide your support.

How I store your personal information

Your information is securely stored. I keep your personal details for the period that I am supporting you. When my support comes to an end, I will then dispose of your information by secure shredding/deleting electronic information.



Your data protection rights

Under data protection law, you have rights including:

Your right of access - You have the right to ask me for copies of your personal information.

Your right to rectification - You have the right to ask me to rectify personal information you think is inaccurate. You also have the right to ask me to complete information you think is incomplete.

Your right to erasure - You have the right to ask me to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask me to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that I transfer the personal information you gave me to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact me at any time if you wish to make a request (Contact details at the top of 1st page).

How to complain

If you have any concerns about me please do let me know so that I can have opportunity to rectify them.

You can also complain to the ICO if you are unhappy with how I have dealt with your data.

The ICO's address:

Information Commissioner's Office
Wycliffe Home
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113 ICO website: <https://www.ico.org.uk>