

# How we use your information



Easy read

## General Data Protection regulations (GDPR)

# What the law says about keeping and using your personal information



The way we use people's personal information is covered by a law.

This law is called the General Data Protection Regulations.

Personal information means anything that can be used to find out who you are and how to contact you.

Examples of personal information are:

- Your name

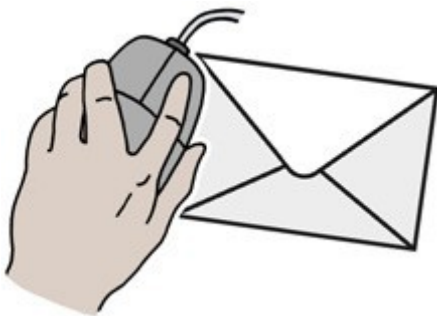




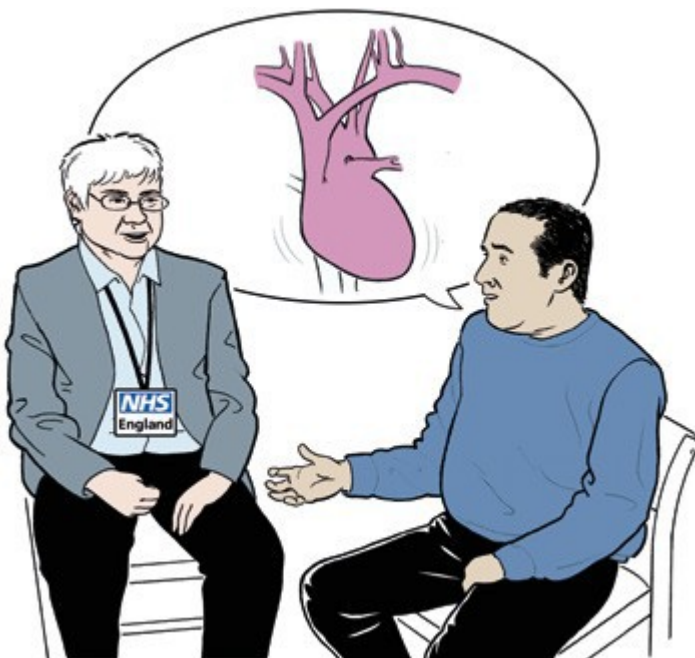
- Your address



- Your phone number



- Your email address



- Information about your

We only know information about your health that you tell us.



We do not use information from your health record.



- The reason you are interested in our work



This might be because you have a learning disability, autism or both.



Or you might be a family carer, or because you work with people with a learning disability or both.



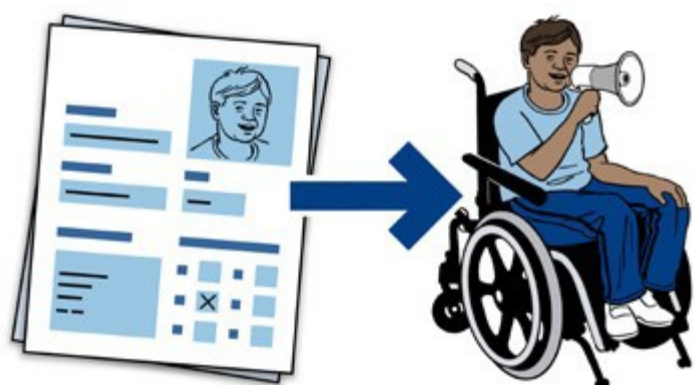
# Why do we keep and use people's personal information?



The law says we must help people have their say about the NHS.



Understanding what people want and need from the NHS helps us make improvements.



To do this work we need people's personal information to tell them about how they can get involved.



Knowing why you are interested in our work helps us to make the information accessible for you.

It also makes sure we're talking with the people we want to reach.

Do we ask for other personal information?



We often ask about these things:

- Your age





- Whether you are a man or a woman or another gender



- Your sexuality



- Your race



- If you have a disability





Asking about this is called diversity monitoring.



The law says we must check what kinds of people we are including in our work.



Asking about these things helps us check we are including lots of different people.

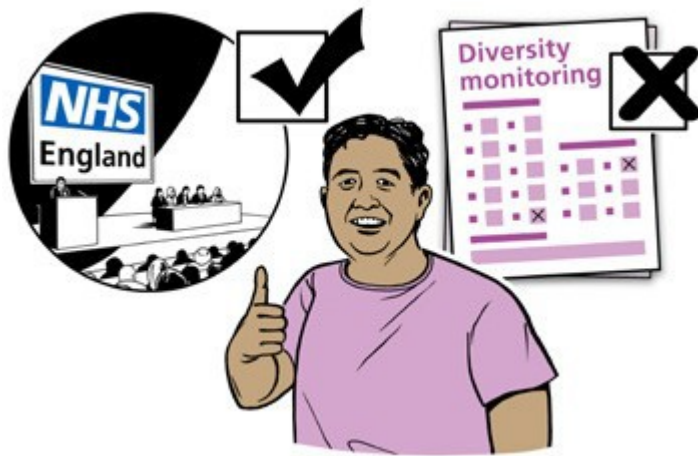


Including lots of different people helps us get our work right for everyone, not just some people.





It is your choice if you want to give us this extra information for diversity monitoring.



You can still be involved in our work if you choose not to give us this extra information.



We also use information about where you live to help us check we are including people from all over the country.



When we do diversity monitoring we do not use people's names or full addresses.

# Photos and videos

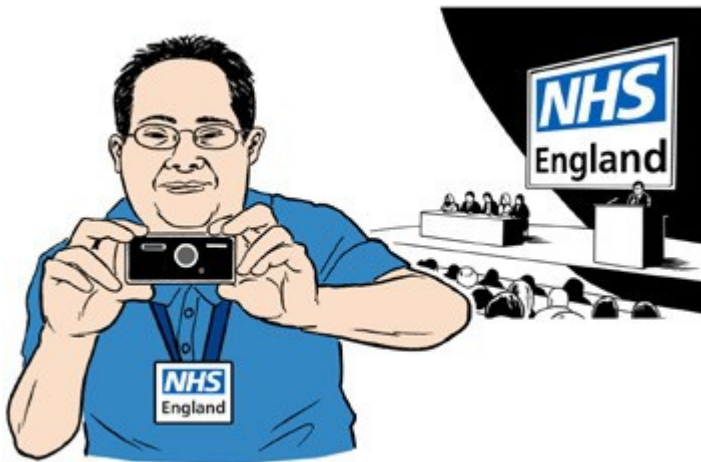


When we have events, we take photos and videos.

These are used for:

- Reports about the event

- On our website





- On social media



You can choose if you want to be in photos or videos.



You can be part of our events even if you do not want to be in photos or videos.



# Who can see my personal information?



The information you give us can be seen by the NHS England staff who do the work to get people involved.



These staff include people working for agencies who work at NHS England.



If other organisations are doing work with us we will only share your information with them if you say we can.



We will also share information if the law says we have to.



We will keep your personal information safe.

# How long will we keep your personal information?



We will keep your personal information for one year.



After this we will ask if it is okay to keep it for another year.

We will ask this every year.



# Contacting us about your personal information



If your personal information changes you can tell us to update our list.



If you want to know what personal information we have about you on our list you can ask us.



If you want us to remove your personal information from our list you can ask us.



And if you have questions or concerns about how we use your personal information you can email us.



Please tell us if you would like us to answer you by email or telephone.



You can contact us at:  
[engage@nhs.net](mailto:engage@nhs.net)

Learning disability and autism  
engagement team



If you are unhappy with how we have kept and used the information you have given us you can also complain to the Information Commissioner's Office.

You can contact them at:  
<https://ico.org.uk/global/contact-us/>



Illustration and design © CHANGE  
[www.changepeople.org](http://www.changepeople.org)