

KENT SHARED LIVES

Policies and Procedures

(2) Record keeping & access to files

It is the policy of Kent Shared Lives to safeguard an individual's rights and best interests by ensuring that personal information is kept and maintained in accordance with statutory requirements, the General Data Protection Regulations (2016) and the Data Protection Act (2018). The Data Protection Act is also referenced within the Care Act statutory guidance.

1. Shared Lives will ensure that all personal information relating to individuals and hosts is:
 - processed fairly and lawfully;
 - obtained for a lawful purpose;
 - adequate, relevant and not excessive for its purpose;
 - accurate and kept up to date;
 - not kept for longer than is necessary for its purpose;
 - processed in accordance with the rights of the individual to whom it refers;
 - safeguarded against unauthorised or unlawful processing and against loss, destruction or damage;
 - not transferred to a country outside of the European economic area unless that country ensures an adequate level of data protection.
2. Shared Lives adheres to the Data Protection principles that respect the right of the individual to:
 - Know what we are doing with their information and why we are doing it
 - Ask to see what information we hold about them (subject access request)
 - Ask us to correct any mistakes in the information we hold about them
 - Make a complaint to the Information Commissioners Office

Depending on our reason for using the information they may also be entitled to:

- Ask us to delete information we hold about them
 - Have their information transferred electronically to themselves or to another organisation
 - Object to decisions being made that significantly affect them
 - Object to how we are using their information
 - Stop us using their information in certain ways
3. Shared Lives will train/advise and support hosts on the construction and maintenance of individual placement records that comply with the Data Protection principles and Shared Lives policy on confidentiality.
 4. The host will provide the individual with suitable means to maintain secure storage of their own information, if s/he so wishes else the host will maintain secure storage of the information held.

5. Shared Lives will, as a matter of good practice, share with the host and individuals working records of information held on them, including copies of the minutes of all relevant meetings.