

# SALUTEM PRIVACY NOTICE

At Salutem Care and Education, your privacy is important to us. We are committed to protecting the personal information of everyone who lives, learns, and works with us.

## **What Information We Collect**

- ❖ We may collect and store:
- ❖ Your name, contact details, and date of birth
- ❖ Health and medical information
- ❖ Education records and support needs
- ❖ Details about your care and support plan
- ❖ Emergency contact and family information

## **Why We Collect Your Information**

We use your information to:

- ❖ Provide safe, high-quality care and education
- ❖ Meet legal and regulatory requirements
- ❖ Keep you and others safe
- ❖ Communicate with families, guardians, and professionals
- ❖ Continuously improve our services

## **How We Keep Your Information Safe**

- ❖ Stored securely and only accessed by those who need it
- ❖ Not shared without your permission unless legally required
- ❖ Regularly reviewed and updated
- ❖ Complies with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018

## **Who We May Share Information With**

- ❖ NHS professionals and health services

- ❖ Local authorities and regulators
- ❖ Educational institutions
- ❖ Your legal guardian, family, or representative (with consent)

## Your Rights

You have the right to:

- ❖ Access your information
- ❖ Correct inaccurate information
- ❖ Request deletion (in some circumstances)
- ❖ Object to how your information is used
- ❖ Complain to the Information Commissioner's Office (ICO)

## Questions or Concerns?

Please speak to your manager or contact our Data Protection Officer:

Craig Harris  
*Group Data Protection Officer*

Salutem Group  
Minton Place  
Victoria Street  
Windsor  
England  
SL4 1EG

E: [craig.harris@salutemsharingservices.co.uk](mailto:craig.harris@salutemsharingservices.co.uk) T: 07436272810

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