

Easy Read Privacy Policy Information Sheet for Family members and Supporters

About this work



The National Development Team for Inclusion (NDTi) is an organisation that aims to make things better for people who need support. To find out more visit our website: www.ndti.org.uk



Before you decide whether you are happy to take part in this piece of work, we want you to understand why this piece of work is being done and what it would involve for you.

We will be happy to answer any questions you have. Please ask us if anything is not clear.



NHS England have asked us to find out more about support available in your local area for people currently placed or at risk of being placed in secure or in-patient services.

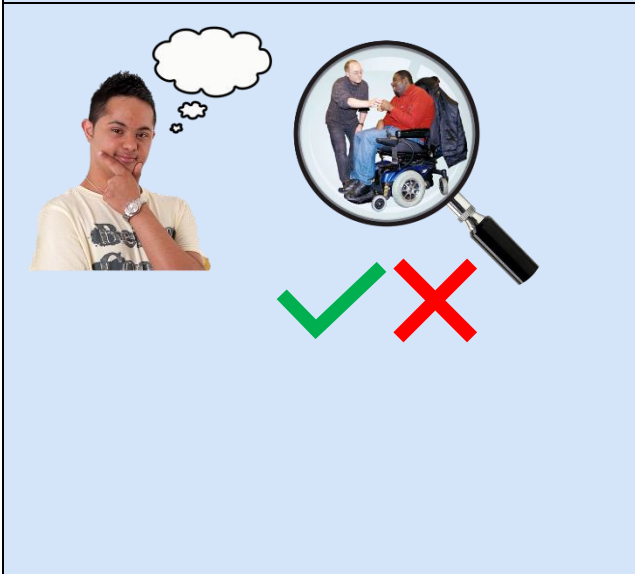


This online survey is part of our fact-finding project.

You do not have to take part. It is up to you to decide whether to take part in this piece of work. If

you agree to take part, we will ask you to complete a short online survey.

If you choose not to take part, it will not affect you in anyway.



We want to find out what people who support family members or loved ones with a learning disability and autistic people currently placed or at risk of being placed in secure or forensic or in-patient services think about the support they have received.

What is good about the support the person you support received and what is bad.

Why have I been invited to take part?



You are being asked to take part because we want to talk to lots of different people who have experience of supporting an autistic family member or loved one or a family member or loved one with a learning disability.

We want to hear your thoughts and your experiences of support in your local area.



If you choose to fill in this survey you will not have to tell us your name or any personal details.

Your answers will be anonymous.

This means that no one will know that you have taken part in the work or what answers you have given to the questions.



It also means that once you finish the survey and click 'submit' you cannot withdraw your answers from the work.

This is because we will not be able to tell which answers yours were.




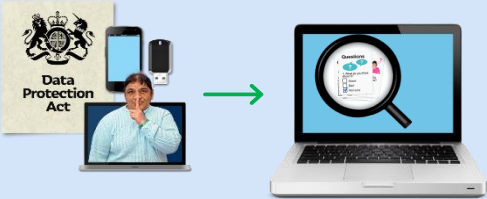


We do not ask for your name, but it is possible that you may be identifiable from some of your answers.

If you choose to submit information that may make you identifiable.



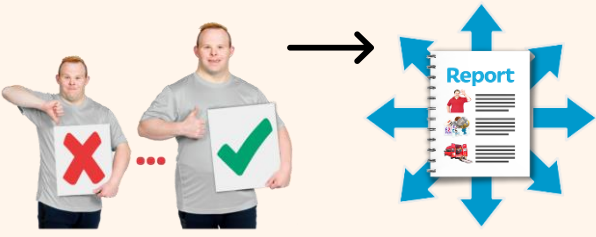



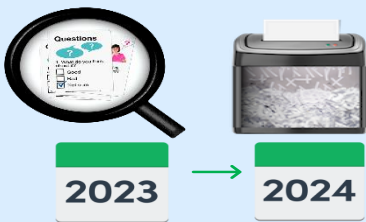
At the end of the survey, we ask if you would like the chance to be invited to take part in further activities such as a one-to-one interview or focus group.






If you are interested in this, then you will need to give us your name and contact details.

	<p>This information will be kept confidential by the team at NDTi.</p> <p>We will only use the information to contact you about possible involvement in further activities for this specific piece of work.</p> <p>This means your responses will not be anonymous to this project team.</p>
	<p>NDTi is collecting your personal information as third-party processors on behalf of NHS England.</p>
	<p>Your personal information will be stored for up to 12 months after the fact-finding project ends, and then we will delete it.</p>
	<p>The legal basis for us processing your personal information is 'consent' – by submitting this form, you are consenting to us processing your information for the purposes of this project.</p>
<p style="text-align: center;">What will happen to me if I take part?</p>	

 	<p>You will be asked to complete an online survey, which will take about 20 minutes to complete.</p> <p>The survey will ask for your thoughts about, and experiences of, your role and responsibilities as a person supporting a person with a learning disability or autistic person currently placed or at risk of being placed in secure or forensic or in-patient services and the support they have received.</p>
	<p>We hope you will enjoy taking part and sharing your experiences.</p>
	<p>We know that some people have had bad experiences in secure or in-patient services.</p> <p>Thinking about the bad experiences of your family members or people you support might upset you.</p>

	<p>The information we get from you and other people taking part in this piece of work will be used to write reports about what we are learning.</p> <p>Your name will not be used in our notes or reports.</p>
	<p>Reports will be shared with NHS England and the relevant local authorities.</p> <p>The reports will not be publicly available.</p>
	<p>However, suggestions will be made in the report about how health and support services for autistic people, and people with a learning disability who have been in contact with mental health services in your local area could be improved.</p>

<h3>What will you do with my personal information, and what rights do I have?</h3>	
 	<p>Results from the survey will be anonymised at the first opportunity to do so and kept separately from your personal information.</p> <p>Your personal information will be stored for up to 12 months after this piece of work ends, and then we will delete it.</p>

	<p>The right to be informed</p> <p>NDTi must give you information about how they are using your information.</p>
	<p>The right of access</p> <p>NDTi will let you have your information quickly if you ask for it.</p>
	<p>The right to rectification</p> <p>If NDTi hold information about you that is wrong, you have the right to have this corrected.</p>
	<p>The right to erasure</p> <p>You can ask NDTi to get rid of your information at any time.</p>
	<p>To thank you for contributing to our piece of work. We appreciate your contribution in sharing your personal stories, opinions and this work will help us to reflect on your experiences.</p>



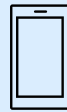
If you have any questions please contact us.

Nic Crosby

Delivery Lead - Small Supports Programme



Email: nic.crosby@ndti.org.uk



Tel: 07854 331 487

What if there is a problem?



If you want to complain about anything to do with this piece of work, please contact Anna Marriott, NDTi's Programme Lead for Research and Evaluation



Email:

Anna.Marriott@ndti.org.uk

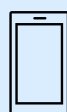


Tel: 01225 255 268

What if I want to exercise my rights under GDPR around the personal information that is held about me?



If you would like more information about how we will be using your information, please contact **Sally Richens**, Director of Resources at National Development Team for Inclusion:



01225 255 268



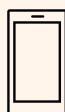
office@ndti.org.uk

How can I make a complaint?



Whilst we encourage that you discuss any concerns you may have about how NDTi hold or process your data with our Data Protection Officer, you have the right to complain directly to the Information Commissioner.

The Information Commissioner can be contacted at
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF



Telephone: 0303 123 1113



Website:
<https://ico.org.uk/concerns/>