

Privacy Notice

Solo Support Services – Direct Payment Support Service Clients

Individuals have the right to be informed about the collection and use of their personal data. This is a key transparency requirement under the UK GDPR.

Solo Support Services Ltd are committed to protecting your personal data. This privacy note explains:

- From where we secured your personal data.
- The personal data that we collect.
- Your personal data rights.
- Your right to object to our processing your personal data and withdrawing consent.
- How and when we use that personal data.
- Whether we share your personal data with anyone else.
- For how long we will keep your personal data.
- How you can access your personal data.

If you have any questions or queries about this notice, please email us by clicking '[here](#)'.

Data Protection Officer

Our Data Protection Officer is Helen Brown, who is a member of the Senior Management Team, reporting to Director level. They have responsibility for monitoring GDPR compliance, supporting colleagues with enquiries and advice, conducting Data Protection Impact Assessments, liaising with external organisations such as the ICO, the management of data requests, and data breach management.

Information Commissioner's Office Registration

We are registered with the Information Commissioner's Office (ICO), registration number Z2857587. A copy of our current certificate can be provided upon [request](#).

Personal Data That We Collect

We always ensure that we have a lawful basis for processing the personal data that we collect. The justification for the personal data that we collect falls into different categories.

The justification for the processing of the following data is 'Performance of a Contract':

Name, address, phone number, email address, details of medical condition[s], support plan[s], care plan[s], and wider family names and contact information.

The justification for the processing of the following data is 'Legitimate Business Interests' as part of our responsibilities to ensure sufficient liability insurance is in place or to HMRC to register you as an employer of your own staff:

Date of birth, national insurance number, NHS number and package financial details.

We collect your personal data from you from the package set-up stage and on an ongoing basis during our work together to ensure any changes in your support needs are captured.



We also collect the following personal data from third parties under a 'Legitimate Business Interest' under our responsibility to the funding body's requirements:

Funding body agreement forms.

If we hold a Managed Account for you to receive your Personal Budget and you pay a Personal Contribution towards your support, then the following information may be available to us. The lawful reason for processing would 'Legitimate Business Interest':

Bank account information.

Your Rights in Respect of Your Personal Data

You have the right to request access to your personal data, amendments to it, and for it to be deleted.

Further information about those rights along with your right to withdraw any consent you've given or object to our processing your data can be found in our Data Protection Policy, available on request by clicking ['here'](#). That policy also includes who to speak with if you have any queries about our approach to processing your personal data.

Where We Store Your Data

Your personal data is stored on secure, password protected, cloud-based systems within the UK, EU, and North America. We use the following systems: BrightPay, Clearbooks, GoldVision and Google Drive for Business.

We use accepted standards of technology and security to protect your personal data and have collected confirmation from all suppliers that they adhere to UK GDPR legislation. Data is encrypted for protection on each and all are password protected systems. Two step authentication is in place for Google Drive.

Data is also stored within lockable physical personnel files within the head office.

Who Has Access to Your Data?

Access to personal information is provided to Head Office based personnel who require this information to enable them to complete their role.

How and When We Use Your Personal Data

We're committed to using your personal data responsibly and lawfully. We only use your data to fulfil our duties as Direct Payment Support Service provider, for example to ensure that insurance is in place, employees have the correct information to complete their roles and you are registered as an employer with HMRC.

Your personal data is stored within the UK, EU and North America (Google Drive for Business).



To help us to maintain the accuracy of the personal data that we hold please let us know if we hold out of date or inaccurate information about you.



We use accepted standards of technology and security to protect your personal data and have collected confirmation from all suppliers that they adhere to UK GDPR legislation.

Sharing Your Personal Data

There are times where we will share your personal data with a third party. They are:

- With His Majesty's Revenue and Customs (HMRC) to report payroll.
- With Google Drive for Business, where we store all our electronic files.
- With BrightPay, our payroll provider, to allow us to process your payroll through a HMRC recognised system.
- With GoldVision, our Client Management System, a password protected site.
- With our bank, to allow us to set up a client deposit account (when required) and to allow us to process payments in your name.
- With your insurers at package set up or renewal.
- When required by law.

We will request consent from you to process your information unless required by law.

How Long We Will Keep Your Personal Data

Our 'Justifiable Retention Policy' lists the type of data we process and for how long it is kept. You can access that policy by clicking '[here](#)'. If you would like us to delete your data and we don't have a lawful reason to retain it you can make a deletion request by clicking '[here](#)' or writing to:

Helen Brown, Data Protection Officer
Unit 9B Langley House
Wheatcroft Business Park
Landmere Lane
Nottingham
NG12 4DG

How You Can Access Your Personal Data

You can ask us for a copy of the personal data that we hold on you by either clicking '[here](#)' or writing to Helen Brown on the above address. We'll ask you for copies of two types of approved identity to process your request (such as a passport and driving licence). You can also ask us to make corrections to data you consider to be inaccurate by clicking '[here](#)' or again writing to Helen Brown.

