

Information Charter

- 1.1 We need to handle personal information about you so that we can provide services for you. This is how we look after that information.
- 1.2 When we ask you for your personal information, we promise:
 - to make sure you know why we need it
 - to only ask for what we need, and not to collect too much or irrelevant information
 - to protect it and make sure nobody has access to it who shouldn't
 - to let you know if we share it with other organisations to give you better public services - and if you can say no
 - to make sure we don't keep it longer than necessary and
 - not to make your personal information available for commercial use without your permission.
- 1.3 In return we ask you to:
 - give us accurate information and
 - tell us as soon as possible if there are any changes, such as a new address.
- 1.4 This helps us to keep your information reliable and up to date.
- 1.5 You can get more details on:
 - how to find out what information we hold about you and how to ask us to correct any mistakes
 - agreements we have with other organisations for sharing information
 - circumstances where we can pass on your personal information without telling you, for example, to prevent and detect crime or to produce anonymised statistics
 - our instructions to staff on how to collect, use and delete your personal information
 - how we check the information we hold is accurate and up to date and
 - how to make a complaint.

1.6 For more information, please contact:

Suzanne Dodds
Professional Standards Authority for Health and Social Care
157-197 Buckingham Palace Road
London
SW1W 9SP

Telephone: 0207 389 8025
Fax: 0207 389 8040
Email: suzanne.dodds@professionalstandards.org.uk

When we ask you for information, we will keep to the law, including the Data Protection Act 1998. For independent advice about data protection, privacy and data-sharing issues, you can contact:

Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45
Fax: 01625 524510
Website: www.ico.gov.uk

Version Control

Version	Status	Description of Version	Date Completed
1.0	agreed	Information Charter	14/11/08
2.0	agreed	Change address details of the Authority office	25/1/11
2.1		Change of Contact Details	25/01/12
2.2		Change of Contact Details	22/08/13
2.3		Confirmed	23/02/16