



General Data Protection Regulation  
(GDPR) Privacy Notice  
**Easy Read Document**



Reviewed: April 2024  
Next Review: April 2025

# Easy Read GDPR Privacy Notice

This is an easy read version of our full privacy notice



You can read the full version on our website here:

[www.autonomygroup.net/privacy-notice](http://www.autonomygroup.net/privacy-notice)

We provide social care services. To do this we are allowed to collect personal information about you



This lets us give you the right services and keep you safe

# 1. Business details

## Autonomy Care Group



This is the privacy notice of Autonomy Care Group Limited



Our registered office is at 67 Roundpond, Melksham, Wiltshire SN12 8EB



Each of our services within the Autonomy Care Group Limited are registered as independent companies

# 1. Business details

## Autonomy Care Limited



We have one HomeCare service called Autonomy Care.



ACL Melksham, 53 High Street,  
Melksham, Wiltshire, SN12 6JY

# 1. Business details

## Autonomy Life Limited



Autonomy Life Limited has four residential homes for adults. These are:



The Willows, 72 Boreham Road, Warminster, Wiltshire, BA12 9JN



Willow View, 63b Boreham Road, Warminster, Wiltshire, BA12 9JX



# 1. Business details

## Autonomy Life



The Oaks, 165 Worcester  
Road, Malvern,  
Worcestershire, WR14 1ET



Weavers Lodge,  
Florida Street, Castle Cary,  
Somerset, BA7 7AE

# 1. Business details

## Plus Limited



Autonomy Plus Limited is a home for children and young adults.



This is a photo of our Haresfield home.

## 2. Aims of this notice



We keep your information private and only share information about you when we need to

Information about you is shared with the Registered Manager, Care Staff and Head Office



Information about you is kept securely:

- In files in our offices
- On our computer
- In an archiving facility



You can see/make changes to the information we have about you and how we support you and you can ask us to delete information if needed



## 3. What personal information do we collect



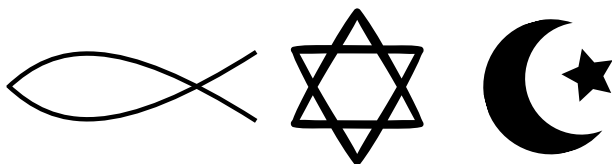
We hold information about you. This is known as 'Personal Data'



This includes things like:

- Your name
- Your address
- Date of birth
- Emergency contacts
- Information about your finances

Some of the information we hold is called 'Special Category' data which means it is more private like:



- Your health
- Your hobbies & interests
- Race, beliefs or sexual orientation

## 4. How we use your personal information



We use personal information to make a computer record about you and your social care needs



This is what we use to plan your care and support

## 5. Collecting & sharing your personal information



We may need to share your information with other organisations to make sure you are getting the right support



These can be advocates (people who act on your behalf) such as;



District and Borough Councils, Health Service and GP's

## 5. Collecting & sharing your personal information



You can ask for copies of the information we hold about you to use for your own purposes



We hold information about you for as long as we need but you can ask us to stop processing information about you at anytime



If you want to know about the information about you and what we do with it, you can speak to the Registered Manager



## 5. Collecting & sharing your personal information



If you are not happy with what we do with your information we hold about you, you can complain by calling Autonomy Care Group Head office and speaking to HR



**01225 613 020**