

## Your Information, Your Rights

At Onebright, we deliver a wide range of therapies as well as neurodevelopmental assessments for autism and ADHD, supporting adults, young people and children.

Delivering the right mental healthcare or neurodevelopmental assessments for you, involves collecting your personal information which may include details about who you are, where you live, what other treatment or medicines you are currently receiving, and information about your family.

We take full responsibility for keeping your personal information safe and we comply with relevant data protection regulations.

Below you will find summary details of where we collect and how we use your personal data. If you would like to read Onebright's privacy policy in full, details are available on our website

[www.onebright.com/privacy-policy](http://www.onebright.com/privacy-policy)

### Why we collect your personal information

We collect personal information to provide you with the right kind of mental healthcare or neurodevelopmental assessment. It enables us to create and manage your patient records respond to your questions and send you information.

### The information we collect

We collect information from you, your family and other organisations including:

- Your name, where you live and your date of birth
- Who you live with and who looks after you
- What treatment, care and support you need and receive
- Results of any assessments or tests
- Information from other healthcare or social care professionals such as your doctor
- Information about your family and your past

### Who do we share your information with and why?

There are times when we may need to share your personal information with others who help provide care and services to you:

- Your family doctor
- Other healthcare professions within social services, hospitals or clinics
- People who are responsible for your care
- Other companies who support us in providing your care, or ask us to provide care for you



We share information with these individuals and organisations who are also involved in your care, so they can support you, knowing what treatment you are receiving from Onebright.

### **How we protect your information**

We ensure that your personal information is always kept secure, using data storage technologies and procedures in how we store, access and manage your information. We have security measures in place to prevent your personal information from being unlawfully accessed, shared or used.

### **How long we keep your information for**

There are different retention periods by law, depending on the information provided. We will not keep your personal information for longer than we need to. If you would like to know more, email [dpo@onebright.com](mailto:dpo@onebright.com)

### **Asking for access to your information**

If you would like to see your personal information, please speak to your clinician, call our client care team on 0330 838 2000 or email [dpo@onebright.com](mailto:dpo@onebright.com)

### **Asking for information to be corrected**

If you would like to add to or change any personal information, contact [dpo@onebright.com](mailto:dpo@onebright.com) or call 0330 838 2000.

### **Data Protection Officer**

Onebright's Data Protection Officer ensures that our business complies with the data protection laws and can be contacted directly on [dpo@onebright.com](mailto:dpo@onebright.com)

### **Questions and Concerns**

If you have any questions or concerns about your personal information or how we use it, please speak to your clinician or Data Protection Officer.

If you are unhappy with the outcome of your concern, you can contact the Information Commissioner, an independent body who ensures businesses follow data protection laws. Full details are available on our website [www.onebright.com/privacy-policy](http://www.onebright.com/privacy-policy)