

I, Carron Huggett trading as Carron PA Support am committed to protecting your personal information and being transparent about what information I hold, whether you are a direct service user, or a contract client.

I do not collect more information than I need to fulfil my personal assistant/ support worker role and communication support and will not retain it for longer than is necessary.

My client emergency contact sheet is available as a separate digital document. It holds data I collect for emergency use and to contact the client in conjunction with my role. I have client's emergency contact numbers programmed into my work phone.

The purpose and the length of retention and the security is in place to protect that data I process and hold. The information will be held whilst you are my client.

I do not pass data to third parties.

I hold new starter forms, care plan details in order to facilitate requests for our communication, your safety, my personal assistant/ support worker services.

This information is held securely in a locked cabinet at my registered place of business and on my laptop with a secure password.

For photo and video publishing permission, please download a copy of our [Media release Form \(2022\)](#).

At any time, you can ask that your information is removed from my company; this will be actioned and you will receive written confirmation of this.

If you have any queries about this policy, please contact Carron Huggett, Head of PA Support, carron@pasupport.co.uk Mobile - Text Only : 07523 061304