

Keeping your information safe

Easy Read explanation



**Easy
Read**

Easy Read



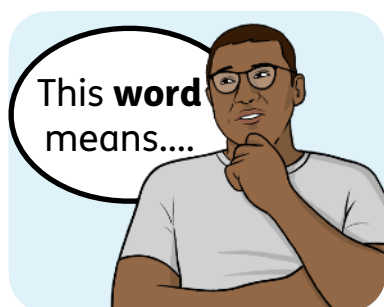
This is an Easy Read version of some information. It may not include all of the information but it will tell you about the important parts.



This Easy Read booklet uses easier words and pictures. Some people may still want help to read it.



Some words are in **bold** - this means the writing is thicker and darker. These are important words in the booklet.



Sometimes if a bold word is hard to understand, we will explain what it means.



[Blue and underlined](#) words show links to websites and email addresses. You can click on these links on a computer.

What is in this booklet

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You can fill in a quick survey to say what you think about this Easy Read booklet:
www.easy-read-online.co.uk/easy-read-feedback-survey

About this booklet



This booklet is from NHS South East London.



It is about how we keep information safe on the **Dynamic Support Register (DSR)**.

The **Dynamic Support Register** is a list of people:



- With a learning disability, and/or



- Who are autistic.



The DSR makes sure people get the right help and stay safe.

How the Dynamic Support Register (DSR) helps

The DSR helps by:



- Spotting when people might need to go into hospital.



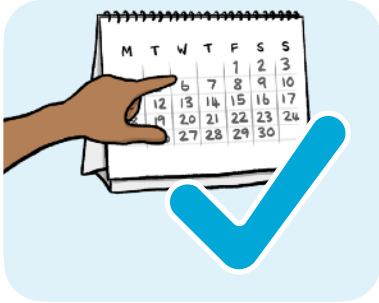
- Making sure people can get the right care and support.



- Supporting people to get help at home instead of going into hospital.

Why the DSR is important

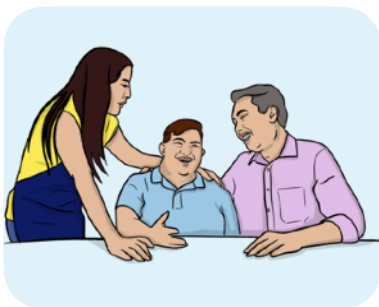
The DSR is important because:



- It gives people a better life by giving them the right help at the right time.

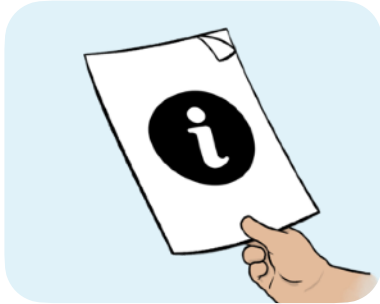


- It helps people to stay in hospital for less time.



- It helps families and supporters to know how to help.

Different services that use information from the DSR



It is important to share your information with different services so you can get the support you need.

We may ask for extra support for you from:

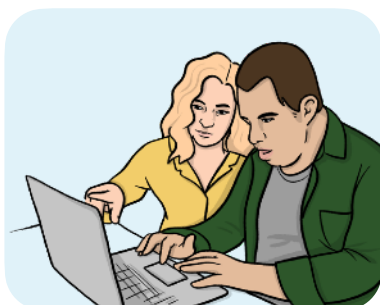


- A **SELECT** keyworker, if you are aged 18 or under.

SELECT is a special team that supports children and young people who are autistic and/or have a learning disability.



- A **positive behaviour support** worker. They help people aged 8 to 25 who have behaviours that are worrying.



- An **autism worker**. They help adults to stay well and not go into hospital.

We may also ask for extra support for you from:



- The **NHS London autism and learning disability specialist team (AIDIIT)**. They can support you if you are in hospital or might need to go in.



- A **case manager**. They will work with your support team if you are in hospital to help you leave as soon as possible.



To do their work, these teams may need to see personal information about someone on the DSR.



The professionals supporting the person will need to see this information too.

Sharing this information will be used to:



- Support the person on the DSR.



- Make sure all of the teams supporting the person have the right information.



Professionals will write down how they have supported you to make sure everyone knows what they have done.



This will be kept on the DSR and only shown to professionals who need to see it.



If you say we cannot share your information, the keyworker or case manager will not be able to do their job well.

How we keep your information

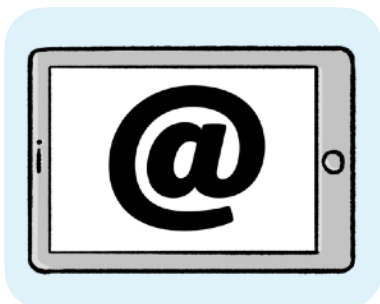
You can contact us about your information by:



- Post:
NHS South East London
160 Tooley Street
London
SE1 2TZ



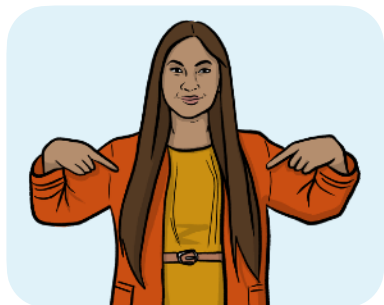
- Website:
www.selondonics.org/icb



You can contact the person in charge of keeping information safe by email:
ICBDPO@selondonics.nhs.uk

Information we keep about you

We keep information about you on the DSR to help you get the right care, like:



- Your name, date of birth and NHS number.



- Your contact details.



- Your race and the country your family comes from.



- Your gender, like man or woman.



- What you like to be called, like he, she or they.

We also keep information about you on the DSR to help you get the right care, like:



- If you are autistic and/or have a learning disability.



- Who is helping you, like your doctor or social worker.



- Where you live and who supports you there.



- Your care plan and how to keep you safe.



- Your Care, Education and Treatment Review (CETR), if you have one.

We also keep information about you on the DSR to help you get the right care, like:



- Your **personal budget**, if you have one.

A **personal budget** is money you are given to pay for your care.

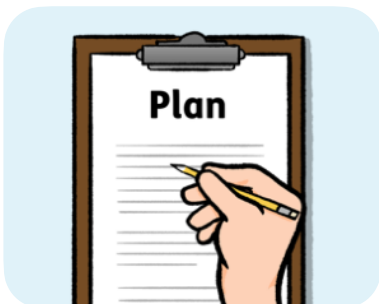


- If you are a **looked after child** or if you were in care.

A **looked after child** is looked after by the local council instead of their own family.



- If anyone thinks you might be in danger of being harmed.



- Any more details to help plan your care.

Why we keep this information

We keep this information to support people to:



- Stay out of hospital.

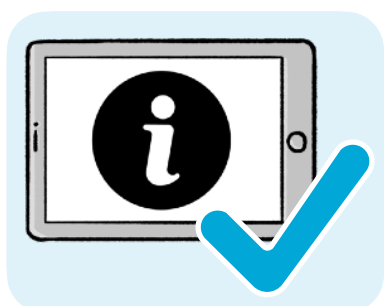


- Leave hospital or mental health services.

The law about keeping this information



The law says we can keep information if we need it to do our work well.



The information we keep on the DSR will help us to do our work.



So we are following the law by keeping the information that we do.

The organisations that the information will be shared with

We will share information on the DSR with:



- South London and Maudsley NHS Trust.



- Oxleas NHS Foundation Trust.



- South West London and St George's Mental Health NHS Trust.



- London Borough of Bexley.



- London Borough of Bromley.

We will also share information on the DSR with:



- Royal Borough of Greenwich.



- London Borough of Lambeth.



- London Borough of Lewisham.



- London Borough of Southwark.



- Positive Support Group.

Your right to say no



A **right** is something which you are allowed to do by law.



You have the right to say you do not want us to keep your information.

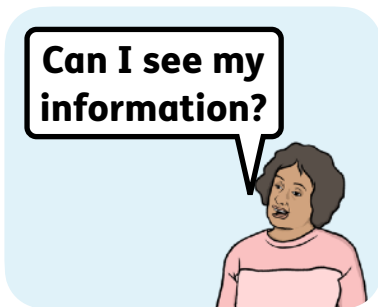


Please contact us if you want us to stop keeping your information.



You will need to tell us why you would not like us to keep your information.

Your right to see and correct your information



You have the right to ask to see the information we have about you.



You can also tell us to correct any information if it is wrong.

Your right to complain



You have the right to complain if you think we have not kept your information in the right way.



You can complain by contacting the Information Commissioner's Office.

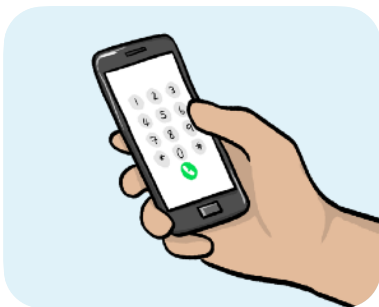


The Information Commissioner is in charge of making sure organisations use information in the right way.

You can contact them by:



- Website:
www.ico.org.uk/global/contact-us



- Phone: 0303 123 1113

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