

APPENDIX 10

DATA COLLECTED FOR ACCESS – INDIVIDUALS/SERVICE USERS

General

- Type of service
- Title, First Name, Middle Initial, Surname, Preferred Name
- Address
- Postcode
- Date of Birth
- Start date of service
- Service Priority
- Locality of Work
- Service of Work

Contact

- Home Number / Mobile
- Personal email address

Access

- Details of key safe number and location for secure access to property

Equality

- Gender
- Marital Status
- Ethnic Origin
- Religion
- (All options have the opportunity to state "prefer not to say")

Other

- Mosaic Number / Contract number from Local Authority / Commissioner
- Details of documents checked
- Record of any restrictions

Photo Permission

- Newsletter / Profile Only / Recruitment / Social Media / Website

Emergency contacts

Medical Details

Service Funder Details

Contracted Hours

Training / Qualifications required for your support

Tasks

- Guardianship
- Tenancy agreement
- DNACPR
- Intensive Housing Management Details
- Signed contract
- Support Plan details
- Risk Assessments
- Review of Support
- Funeral arrangements
- Finance details

Equipment

List of equipment that we support you with for maintenance and renewal

Rota Planning

- Shift allocation, matched with staff allocated to your service provision and necessary training required to best meet your needs

Support Planning

- Details of your all support needs and guidance for staff to ensure they follow your preferences, needs and wishes during support time
- Team Meetings and reviews relating to your support to ensure that we meet your requirements.