



Your **PRIVATE** information



It is important to us that you are happy and safe and we are here to help you.

So that we can help you we need to know some things about you.

We might need to know things like-

- Your name
- Where you live
- When you were born
- Your phone number (or your family's phone number)

This information helps us to get to know you better and also makes sure that we know how to get in contact with you.

We won't share these details with other people unless you tell us that we can do, or unless we have to share them because of the law (for example if we thought you were in danger).

We take your privacy very seriously.

You have rights about what details we keep about you and what we do with these details.

1. **Right to be informed** about how we keep your information
2. **Right see information** we keep about you
3. **Right to change information** if you think we have got something wrong.
4. **Right to have information removed** if you think we shouldn't keep it any more.
5. **Right to ask us not to record information.** If we don't have information about you it can hard to keep on supporting you so we may have to talk about this together.
6. **Right to have a copy of the information** we have about you in a way that is easy for you to use
7. **Right to object** to how we use your information.
8. **Right to say you don't want decisions to be made using automated ways**

ANY QUESTIONS?  **JUST ASK!** 