



Your personal information

What the law says



The government has made a law to protect your personal information.

This law is called the General Data Protection Regulations or GDPR.



Staff who have personal information about you must keep this information private.



Sometimes we will have to share information about you if there is a law that tells us to.



We may have to share information with other people if we are worried about your safety.

What is personal information?



Personal information means anything that can be used to find out who you are and how to contact you.



This includes your:

- name
- date of birth
- address
- phone number
- email



To understand the help you want, we may ask you questions about:

- Your health
- Your age
- Who you live with
- What is important to you
- Your money and any benefits you get
- Your background



We need to keep information about the support you require to know how best to help you.

How do we use your personal information?



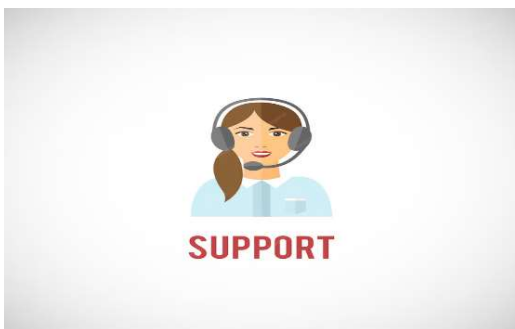
We will ask your permission to keep your personal information in writing and on our computer.



This is called giving your consent.



We can still help you if you do not give your consent.



We must only keep the information about you that is needed for your support.



We will ask for your consent to share your information with other people or organisations if you want them to help you.

We will only share your information with them if you say we can.



We must make sure that information about you is accurate.

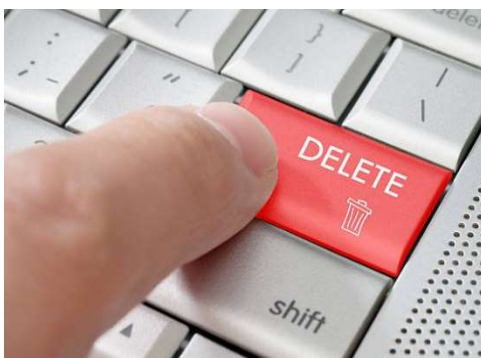
You can ask us to change this if it is wrong.



We must not keep information about you for longer than it is needed.



You can ask to see a copy of the information that we hold about you.



You can ask us to remove the information about you that we hold.

