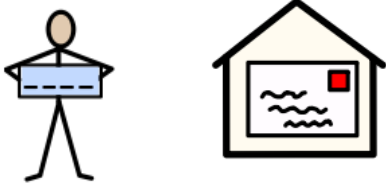
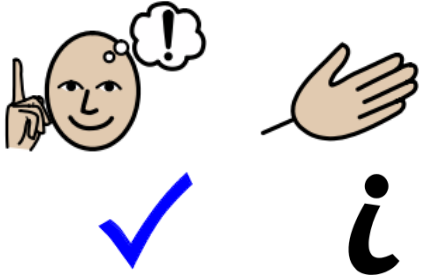












## Looking after your personal information

	<p>We hold personal information about the people we provide services to.</p>
	<p>We use this information to:</p> <ul style="list-style-type: none"><li>• Understand your care and support needs</li><li>• Assess the risks to your health, safety and wellbeing</li></ul>
	<p>We might not be able to give you a service unless we have the right information.</p>
	<p>We need to have your permission to use this information.</p>
	<p>We store personal information securely. We try to make sure the information is right. We only keep the information for as long as it is needed.</p>

	<p>You can ask to see your information.</p>
	<p>For your care and support needs to be met, we sometimes need to share information with other Health and Social Care professionals.</p>
	<p>We will ask your permission to do this.</p> <p>You can say no, but it may mean you don't get all the help you need.</p>
 <p>danger</p>	<p>But, we can share information without your permission.</p> <p>This is if someone is in danger of harm or a crime.</p>
	<p>To find out more you can read our Privacy Notice on our website</p> <p><a href="http://www.scottsprojecttrust.org.uk">www.scottsprojecttrust.org.uk</a></p> <p>Or you can speak to a Service Manager.</p>