











Your **private information**

We collect information about you, which includes your:

	Name and birthday
	Address
	Phone number
	Next of kin Other professionals in your life
	Payment / direct debit information
	Diagnosis
	Medication
	Care plans Records of support

## How will we use the information about you?

Your information is **in your file**

This is kept in a **locked cabinet**.

We use your information to **plan your support**.



This information is only given to people that are **legally allowed** to see it.

**You can see your file**



We need your information to make sure we are giving you the **best support**.

If you have any questions or concerns, please let us know.