



## Keeping your information safe



**This leaflet has important information.**

It tells you about how Avenues uses information we have about you.

It tells you about how we keep it safe.



Please make sure you understand this leaflet.

You should ask for support to read it if you need too.



You and everyone that supports you should read this leaflet carefully.

It is important that everyone knows what we do with information we have about you.



- yes
- no
- maybe

You have a choice about how we use your information.



We use your information to give you better support.

We want to give the best service possible to everyone we support.



We only share your information with people who need to know.

Sharing your information in the right way helps you to get better care and support.



These are the people we share your information with:

Doctors (GPs)



Hospital



Community services



Our employees and anyone else involved in your care and support



This is some of the information we share with them:

**NHS 123456A**

Your NHS number







Medical information



Your address and postcode.



Your date of birth.

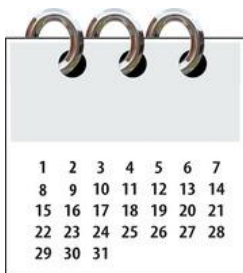
|   |   |
|---|---|
|    | <p>We share any information that helps give you better care and support.</p>  |
|    | <p>We will only share information that is needed, when it is needed.</p> <p>There are special laws about sharing people's information.</p> <p>We will always follow these laws.</p>   |
|   | <p><b>What choices do you have?</b></p> <p>You can tell us if you want us to stop or change the way we use your information.</p> <p>You can tell us yourself.</p> <p>Or you can tell someone that supports you and they will tell us.</p> |
|  | <p>If you tell us this we will put a note on your records</p> <p>This will stop your information being used except when it is used for your care and support.</p>   |



You can see the information we hold about you.

You can tell us yourself if you want to.

Or you can tell someone that supports you and they will tell us.



**30 days**

If you tell us you want to do this we will give you your information in **30 days**.



**What do you need to do now?**



Are you happy for us to use your information and share it with the people listed in this leaflet?

If you are you don't need to do anything.



If you are not happy please tell us.

You can tell us yourself.



Or you can tell someone that supports you and they will tell us.



If you have any questions you can ask us.

Just call **0203 535 0521** or email  
[dataprotectionofficer@avenuesgroup.org.uk](mailto:dataprotectionofficer@avenuesgroup.org.uk)

**Thank you for reading this leaflet**

