

## You and Your Information



If Guideposts work with you, we will ask you for information about yourself.



This information makes sure that Guideposts supports you in the best possible way. This information makes sure that Guideposts can keep you safe.



Guideposts will keep your information safe. We will not tell anyone else your information unless you say it is ok.



Sometimes we have to talk to people even if you have said no. This might happen if:



- There is a risk that you, or someone else, might get hurt.

## How your information might be used



People working in your service use your information to help you create your support plan.



If you agree, we can talk to other organisations who might be able to support you.



People working in Guideposts might check information for quality.



Regulators might need to check our information. This is so they can make sure Guideposts are doing a good job.



Guideposts are funded by contracts or Charitable Trusts. They might ask Guideposts for reports. Your information will be anonymised. This means that nobody will be able to identify you.

## How your information will be kept safe



Guideposts has a legal duty to keep your information safe. Written information will be locked away. Information on a computer will have a password to keep it safe.



You have a legal right to see information that Guideposts has about you. Please ask your worker, or get in touch if you want to do this. We will try to make this happen, but it is not always possible. For more help:



- Call the office on 01993 893 576
- Send the office an email:  
**info@guideposts.org.uk**



- Write to the office:  
Senior Administrator  
Willow Tree House  
Two Rivers  
Station Lane  
Witney OX28 4BH

