



## Confidentiality

Confidentiality means not sharing personal information with other people.



You have told Guideposts Trust some personal things about yourself. We will keep this information safe.



This information might include:  
Your date of birth or address  
Information about your health  
Information about your family



If you are unsure about what any of those bits of information are you can ask someone who works for Guideposts Trust.



Written information will be locked away. Information on a computer will have a password to keep it safe.



We will only talk to other people when you have agreed that we can, or when we have to.



You have a legal right to see information that Guideposts Trust has about you. Please ask your worker if you want to do this.



You might hear the words **Data Protection Act** when people talk about confidentiality.



The **Data Protection Act** is a law that:

Allows you to see any information about you

Only allows staff to share your information if you say it's ok

But...

Staff can give out information about you to others if it's best for you.



If you do not understand please speak to someone who works for Guideposts Trust.