



Name:

Address:

At SWALLOW we hold personal information about the people we provide services to.



We use information to:

- Understand your care and support needs.
- Give you the right information
- Arrange services to meet your care and support needs.
- Understand if you or other people are at risk of abuse. And do something about it.



We might not be able to give you a service unless we have the right information.



We need to have your permission to use this information.



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.



Name:  
Address:

What does this information include?

- It includes personal details
- And which services are given
- Medication and other health information



You can ask to see your information at any time.



We will ask your permission to do this.

You can say no, but it may mean you don't get all the support you need.



We will not share this information unless someone is in danger of harm or a crime, when we could share information without permission.



To find out more you can read our Privacy Policy on our website.