

➤ It's all about you



Trust us to keep your information safe

We work together to make sure you receive the care, help and support that you need. We also work with your family, doctors, nurses, police, teachers, foster carers and other people who support and look after you.

It is important that we share information about you. This way we can be sure that you receive the best possible care, protection and support - as well as making sure we are doing our job right.



Everybody who is involved in your care has agreed to the rules about sharing information about you.



What sort of information are we talking about?

We mean any information that is personal to you, such as your name, address, date of birth, personal characteristics as well as details of the services we provide you. It could also include medical information, computer files.



Who will we share this information with?

A doctor, teacher, social worker, foster carer or someone else who is involved with your care. As a local authority we are also required to pass on some of this information to the Department for Education to aid with the planning and development of local services. All the people who we share your information with have agreed to treat your information sensitively and carefully.



Will we tell people everything about you?

No we won't. You can be sure that we will only tell people what they need to know about you.



What if you don't want us to share your information?

You can ask us not to share your information with other people. But, if you do that, it may be difficult for us to provide you with the help and care you need when you need it. All professionals working with you will take your views into consideration.



Will we ever share information against your wishes?

In some very exceptional circumstances we may have to share your personal information even if you don't want us to. This might be if there is a concern for your safety and well-being or if there is a concern you may harm someone else.

Who to talk to for more information

If you don't understand what sharing information means for you, then ask the person who gave you this leaflet to explain things to you in more detail.

Our promise to you

We will always think about your wishes and feelings when we need to share information about you.