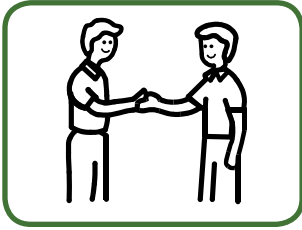


Danshell

Information about you





Why do we keep information about you?

We keep information about you to help us give you the best care and treatment.

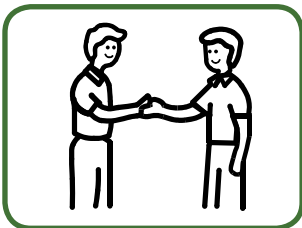


What information do we keep about you?

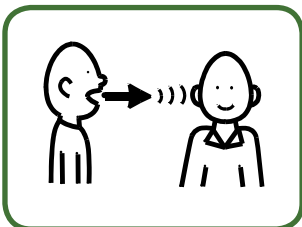
We keep information such as care plans, reports and notes from meetings.

What do we use this information for?

We may use this information in lots of different ways



- To help staff give the best care and treatment to you and other service users
- To check how well we are doing
- To try to sort out any complaints or worries about the care we give you.



Who will we show the information to?

We will only show the information to the people we need to.

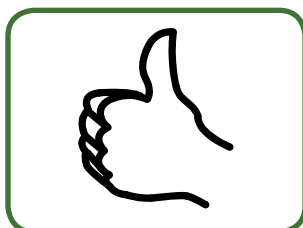
This could be anyone who gives you care and treatment. It could be staff from Danshell or someone else who gives you care and treatment. This includes



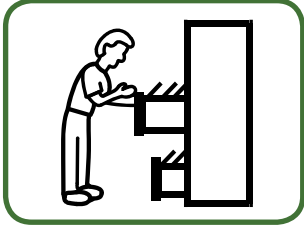
- Nurses, doctors and support staff
- Psychologists and psychiatrists
- Therapists like the speech and language therapist or occupational therapist.



We will only show your information to your family and friends if you say it is ok.



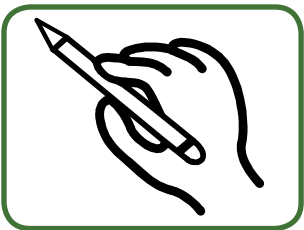
We will only show your information to anyone else if we really need to. For example to keep you or other people safe.



We will keep information about you safe

We will make sure the information is up to date and only says things that are true.

We will keep the information on computers and in files.



Can you see information about you?

You need to ask to see information about you. This needs to be written down.

You can ask your key worker, your doctor or someone else you trust to help you.

Just ask any of these people if you want to know more.

Your Notes

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Your Notes



Danshell

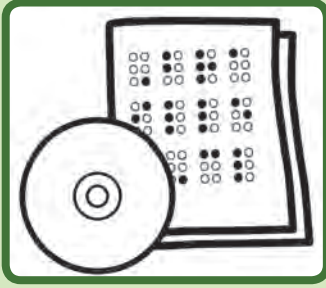
1 Manchester Square
London,
W1U 3AB



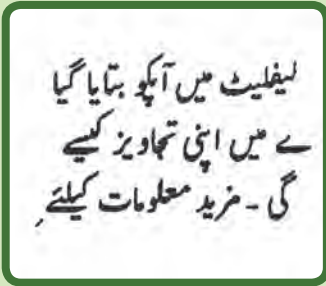
Tel. 0207 487 0060



info@danshell.co.uk



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languages.

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