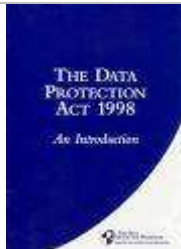


Factsheet 310 – 04 February 2010 3 pages

What we do with information about you



There is a law which tells us how to use and keep personal information in the right way. It is called The Data Protection Act 1998.



When we work with you or help you we need to write things about you.

We will do this in a way the Data Protection Act tells us to.



We write down things like:

- Your name
- Your address
- Your birthday
- What we talk about



This helps us to remember so we can help and support you by providing a service or care for you.



We will keep information about you in a safe place.



You can see most of what is written down about you.



Sometimes we need to show the information to other people who may be able to help you.

We will ask you first.



You can say if you don't want people to know about something.



Sometimes we have to tell other people about you to keep you or other people safe.

We will normally tell you first.

Further factsheets can be found online at www.devon.gov.uk/factsheets

Also see the Learning Disability Devon website:

www.learningdisabilitydevon.org.uk/

If you would like this factsheet in a different format such as Braille or audio, or in a different language, please contact our Customer Service Centre on 0845 155 1015 or email customer@devon.gov.uk.

Factsheet 310 – 04 February 2010 (3 pages)