**Looking after your personal information**

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|  | We ‘Anchor’ hold personal information about the people we provide services to. |
|  | We use this 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 will only share personal information if it is legal to do so. |

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|  | | 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. | |
|  | | What does this information include?   * It includes personal details * And which services are given. | |
|  | | You can ask to see your information. Email: fran@anchorsupport.org | |
|  | | To find out more you can read our privacy policy on our website.  Or you can contact Fran Parkinson  Email: fran@anchorsupport.org | |