



Your Information

**How we hold it , How we keep it safe,
& How we use it**



Outlook Care need to hold personal information about the people we support.



We use this information so we can:

- Care for you in the right way
- Arrange things for you
- Understand if you are at risk and help



We need the right information so we can care for you and give the right services to you



We keep your information safe.
We make sure we have the right Information.



We keep your information whilst we are supporting you and then for 7 years afterwards.



You can ask what information we keep about you at any time



We need to share your information with other organisations to make sure services are right for you



You can say NO but it may mean you won't get all the support you need.

If you say No,
we can still share information without permission if someone is in danger of harm or crime



To find out more about our privacy policy

Website:

www.outlookcare.org.uk

Email:

info@outlookcare.org.uk

Address:

Customer Services
Outlook Care
Unit 6, Shelduck House
Woodbrook Crescent,
Radford Way
Billericay. CM12 0EQ

