

# THE INFORMATION YOU GIVE US

1



**If you use our service...**

2



**Barnardo's will ask for some details about you.**

3



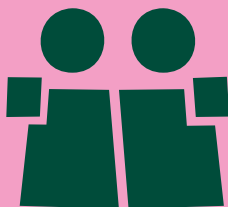
**We will record your details, why we are helping you and the work we are doing.**

4



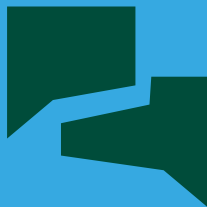
**We will keep the information you give us safe.**

5



**Only Barnardo's staff will use the information you give us.**

6



**But sometimes we need to share some of your information.**



**BARNARDO'S**

# THE INFORMATION YOU GIVE US

**Barnardo's will ask for some details about you. There are some things we need to know and some things you can choose to tell us.**

**We will make a record of the information you give us, the reason we are helping you and the details of the work that we are doing with you.**

Only Barnardo's staff

will use the information you give us. Sometimes we need to share some of your information, for example, to keep you safe or to get help for you from other people. We may also need to share your information with the people who pay for the service or people who make sure we provide a good service.

Barnardo's will keep safe the information you give us. It is destroyed when we no longer need to keep it.

If you want to see what information we keep about you, please speak to us.

