

Confidentiality

Keeping what you say private



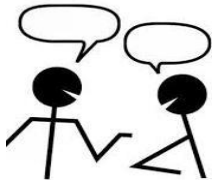
When you talk to us we will not tell other people what you said, unless you want us to. We will keep it **private**.



Sometimes we may think it is a good idea to talk to other people about what you tell us. It could be your **parents, carers, teachers or doctors**.



We will ask you first if it's ok to do this. **And if you do not want us to we won't tell.**



Sometimes you might ask us to talk for you – **we will do this for you.**



If we are really worried about something you tell us, we may have to tell someone else.



This will happen if we are really worried that someone is being hurt or might get hurt.

Other things to do with Confidentiality



Sometimes we have to **tell our managers** about the meetings we have – this so they can check we are doing a good job.



We write information about our meetings **on our computers**.



Only the people we work with can read this.



If you want to see what we wrote about a meeting we had with you, you can ask us and we will give it to you.