Looking after your personal information

We (The Rose Road Association) hold personal information about the people we support and provide services to.

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<table>
<thead>
<tr>
<th>We use this information to:</th>
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</thead>
<tbody>
<tr>
<td>• understand your care and support needs</td>
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<tr>
<td>• give you the right information and support</td>
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<tr>
<td>• arrange and signpost you to services to meet your care and support needs</td>
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<tr>
<td>• understand if you or other people are at risk of abuse. And do something about it.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>We might not be able to give you a service or give you the right support unless we have the right information.</th>
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<table>
<thead>
<tr>
<th>We need to have your permission to use this information. This is called consent.</th>
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Easy Read
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
- What support you need
- What support we have given you
- Which services you use

You can ask to see your information.

Email: GDPR@roseroad.org.uk

Sometimes our services are provided with other organisations.

This means we might need to share information to make sure services are right.

We will ask your permission to do this.

You can say no, but it may mean you don't get all the services you need.
If someone is in danger of harm or crime
we can share information without your permission.

To find out more you can read our privacy policy on our website.

Or you can contact us:

Phone: 02380 721234

Post: The Rose Road Association,
The Bradbury Centre,
300 Aldermoor Road,
Southampton
SO16 5NA.

Email: GDPR@roseroad.org.uk