

All about your information



Name **R. Smith**
Address **224 West St**
Manchester
Phone Number

This factsheet is about **personal information**.

Personal information is things like your name and your contact details.

Personal information can also be private things about your health and your support needs.



This explains what we do with your **personal information** and explains your rights.

What information do we hold about you?



Name **R. Smith**
Address **224 West St**
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Needs	
1 <input checked="" type="checkbox"/>	6 <input checked="" type="checkbox"/>
2 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>
3 <input checked="" type="checkbox"/>	8 <input checked="" type="checkbox"/>
4 <input checked="" type="checkbox"/>	9 <input checked="" type="checkbox"/>
5 <input checked="" type="checkbox"/>	10 <input checked="" type="checkbox"/>

We hold your name and contact details.

If we work with you then we will get other information like your health and support needs.



Why do we need this?

So we can offer you advocacy support.

We only keep the information we need to support you well.



Using photos, videos and your stories

We ask for your permission to use your photos, videos and stories online or in project reports.

We will not use these if you do not want us to.



What do we do with your information?

We save information safely on computers.

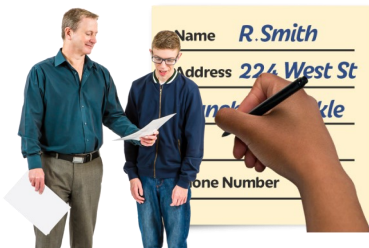
The company who helps us with this sticks to all the rules and the law about keeping **personal information** safe.



What else can we do with your information?

We would like to get in touch sometimes to tell you about what we do, send you our newsletter and tell you about our training.

If you want us to do this tell us on the form.



We may need to share your information with other workers or organisations so they can help you.

If you are happy for us to do this tell us on the form.



We may need to contact other organisations or workers without you being there.

If you are happy for us to do this tell us on the form.



We will not pass your **personal information** to other organisations who might want to send you things or offer you services.



You can change your mind any time and tell us not to send you information anymore.

You can do this by calling our office or telling a member of staff.

Your rights



You can ask to look at the **personal information** we hold about you whenever you want.

You can tell us if we have any details wrong.

You can talk to us if there is anything you want us to get rid of.



If you are not happy about what **personal information** we have about you, or what we are doing with it then you can make a complaint.

There are 2 ways you can do this.

You can use both these ways at once.



01603

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You can tell any member of staff at Opening Doors. You can speak to them or call the office.



You can tell the people in charge of how organisations use **personal information**.

This is called the **Information Commissioner's Office**

Go to www.ico.org.uk or call **0303 123 1113**.

What do I need to do now?

Read the **My Information** form and fill it in.

You can ask someone to help you with this.

Then send it back to us or hand it to staff.

If we support you we will fill in a **Working together safely** form with you.

Two forms are shown. The first is 'My Information' with fields for name, address, phone numbers, and email. The second is 'Working together safely' with fields for name, health issues, physical disabilities, and allergies. Both forms have the Opening Doors logo.

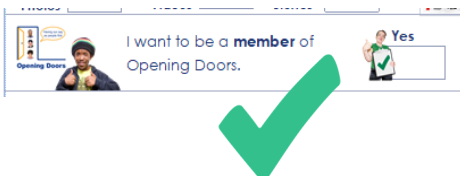
Being a member of Opening Doors



If you have a learning disability you can be a **member** of Opening Doors.

As a member you can

<p>Join a training group</p>	<p>Apply to be on our Management Committee</p>	<p>Vote about how Opening Doors is run</p>
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How do I join?

Tick yes 'I want to be a member of Opening Doors' on the **My Information form**.



Send it back in the FREEPOST envelope **or** hand it to a member of staff.



The Opening Doors phone number is answered **Monday to Thursday 9am to 5pm** and **9am to 4.30pm on Fridays**



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