**Looking after your personal information**

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|  | We ‘Anchor’ hold personal information about the people we provide services to. |
|  | We use this information to:* understand your care and support needs
* give you the right information
* arrange services to meet your care and support needs
* understand if you or other people are at risk of abuse. And do something about it.
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|  | We might not be able to give you a service unless we have the right information. |
|  | We will only share personal information if it is legal to do so.  |

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|  | 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
* And which services are given.
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|  | You can ask to see your information. Email: fran@anchorsupport.org |
|  | To find out more you can read our privacy policy on our website.Or you can contact Fran ParkinsonEmail: fran@anchorsupport.org |