



Independent advocacy for people with learning disabilities

Telling us about yourself



Speak Out's Confidentiality Policy

Brighton and Hove Speak Out is a registered charity

No.1076995

What Speak Out will do to help you to be safe



Confidentiality means keeping things private. If you share information with us about yourself and do not want other people to know it, then this information is confidential.



A policy is a set of rules that say how an organisation should work.



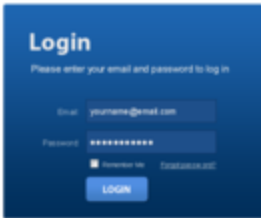
This **Confidentiality Policy** tells you how Speak Out will work with you to keep your information confidential.



We want you to feel confident to speak up. What you say about yourself to anyone at Speak Out will be private, unless you say it is OK to tell other people.



Sometimes an advocate will need to talk to other staff at Speak Out about you to make sure they are giving you the right support. They will not talk to other people without your permission.



Sometimes we need to keep information about you to help us do our job properly. We will ask your permissions and store it safely on our computer.



We will not show anyone this private information unless you say it is OK. You can see this information if you want to.



If we are worried about your safety, or the safety of someone else, we might have to tell someone else about it.



If this ever happens, we might have to tell someone else even if you don't want us to. We would only do this to keep you or someone else safe. We would speak to you about this first.



If you have any questions or concerns about this you can talk to someone at the Speak Out office.



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