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Keeping your information private

Easy Read Leaflet



If it's personal, it's private

Information about you



You have the right to know about the information we have about you.



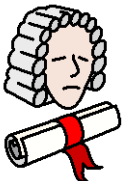
We keep information about you and your care.



Information about you is kept on paper and on the computer.



We keep all information about you safe and private.



We do this because it is the law.

For more information speak to...



- **Your staff**



- **Patient Advice and Liaison Service (PALS)**



Phone:

0151 471 2377



Email:

PALS@merseycare.nhs.uk



- **Freedom of Information**



Email:

freedomofinformation@merseycare.nhs.uk

Sometimes we have to use information about you...



- If you have done a serious crime.



- If you are at risk to the public or to staff.



- To keep vulnerable children and adults safe.

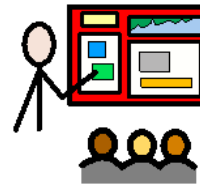
Keeping records about you helps us to...



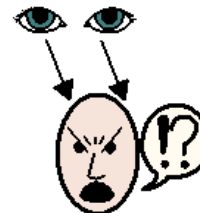
- Give you the best care we can.



- Make sure we are meeting everyone's needs.

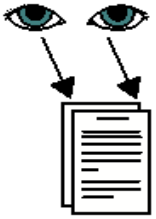


- Train staff and help research projects.



- Look into complaints and incidents.

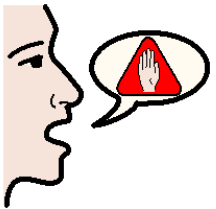
You can ask us...



- To show you the information we have about you.



- How we use information about you.

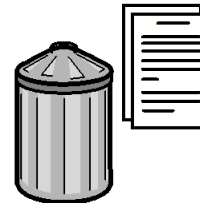


- Not to use information about you for some things.

You can ask us...



- To move information about you in a safe way. This is to make sure it stays private.



- To get rid of information about you that does not need to be used.



- To change information about you if it is wrong.