

# COMMUNITY LEARNING AND SKILLS

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## Confidentiality Statement

- Personal information that you give us will be confidential. We will not share this information unless you give us your permission.
- When we talk to you we will make sure that nobody else can hear. If you want to, you can ask for a separate room.
- We will sometimes need to talk to another member of staff or another organisation and tell them what you have told us so that we can help you. If we do this, we will ask your permission first.
- If you tell us about something that could harm you or other people then we may have to tell someone else. We will ask for your permission, but may have to tell someone even if you do not want us to do so. This is so we can make sure that you are safe.
- We will not talk about your learning with your parents or carer unless you agree for us to do so. If we need to ask them about your health or other ways we can help you then we will ask your permission first.
- We will keep your information in a place that is locked, so only the people that are allowed to, will look at it.
- This statement is in conjunction with the Data Protection Policy.
- If you think that somebody has looked at your information or talked about it when you didn't want them to then you can report this to the Head of Service.

