

Your Information

- We ask you for information about yourself so that we can provide you with care, guidance and support and work with you to achieve your goals.
- We will only share your information with other organisations and third parties as a necessary part of your support plan and when we are legally required to do so, if there is a safeguarding issue, or a perceived risk of harm.

Protecting your information

- We will do all we can to ensure that your personal information is treated securely. We will take reasonable steps and all other precautions required by law to protect your information from misuse and loss and from unauthorised access, modification, or disclosure.

Your information rights

- If you believe that any information we hold about you is incorrect or out of date, or if you want to see the information we hold about you, please ask a member of Guildford Action staff.
- If you wish to have your personal information deleted from our records, please speak to a member of Guildford Action staff and we will take reasonable steps to delete it (unless we need to keep it for legal, auditing or internal risk management reasons)