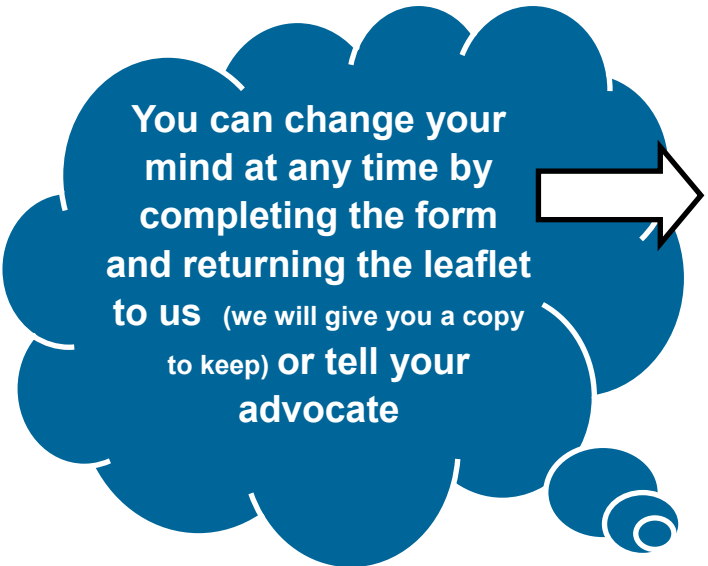


(My name).....
 met withfrom
 Speakeasy on (date).....
 and explained this leaflet to me

- I agree Speakeasy can keep information about me **YES/NO**
- I agree Speakeasy can contact me **YES/NO**
- I agree that Speakeasy can share information about me with the following people.....

.....


 Signed.....



Useful contact details



 The Orchard, White Hart Lane,
 Basingstoke, Hampshire RG21
 4AF
 01256 423829
 hello@speakeasyadvocacy.org.uk

 **ico.** Information Commissioners
 Office (ICO)
 0303 123 1113
 <https://ico.org.uk/>

My name is

I have changed my mind and DO NOT WANT Speakeasy to

Keep information about me

Share information about me with.....

.....

Date..... Signed.....



Your information



Why we need information about you



We need to keep and share information about you in order to provide you with the right advocacy support



Most of the information will come from you and other people that support you



We need the information to:



Support you with making decisions and choices



Ensure your rights are upheld



Make sure that you and others are safe while using Speakeasy services



Plan, improve and report on our services

What we do with your information

We will only share the information with others:

- **If you say we can** (or if you do not have capacity to give consent then we will make a best interests decision)
- In order to keep you or others **safe**
- To comply with a **legal request** from the Police or a Court



We make sure that all your information is securely stored



You can tell us who you want us to share your information with, and you can change your mind at any time



We will regularly check with you that you still agree to us keeping and sharing your information

Your rights



You can ask us if you want to see the information we have about you



You can ask us to change the information or add your views if you think it is wrong



You can complain if you think there is a problem with how we hold or share your information by using the Speakeasy complaints procedure



If you are still unhappy you can contact the Information Commissioners Office