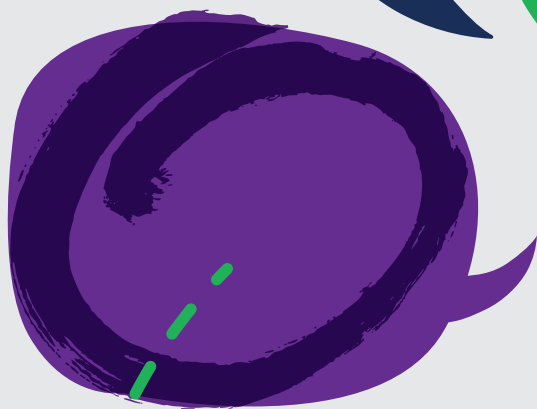


HOW DOES
42ND STREET LOOK
AFTER MY PERSONAL
INFORMATION?



Registered Charity No. 702687



HOW DOES 42ND STREET LOOK AFTER MY PERSONAL INFORMATION?

WHAT INFORMATION IS KEPT ABOUT ME AND WHY?

We have to keep some personal information about you.

This helps us to keep in contact with you and know what your needs are.

- Contact details: name, address, phone number, email, etc.
- Basic personal information: age, gender, sexuality, ethnicity, disabilities (*you choose whether you want to give us some of this information*).
- Basic information outlining your needs.

WHERE IS THE INFORMATION KEPT?

- A safe database which has basic information on it.
- A file that is kept in a locked cabinet to make sure it is confidential.

WHAT ELSE GOES IN MY FILE?

- Letters about you to and from other services you access e.g. GP
- Short notes about what you tell us in sessions.
- Artwork, poems or other things you want to put in your file.

YOU CAN SEE YOUR OWN FILE.

- Ask your worker and you can decide when you want to see it.

WHO ELSE CAN SEE YOUR FILE?

- Your worker keeps your file up to date and writes notes in it.
- Other 42nd Street workers on a 'need to know' basis. (*if you are meeting with them because your worker is ill*).

CALL OUR HELPLINE TEL.0161 228-1888
THETEAM@42NDSTREET.ORG.UK



www.42ndstreet.org.uk

42nd Street The Space 87-91 Great Ancoats Street Manchester M4 5AG

42nd Street is a company limited by guarantee: 2476342 and a registered charity: 702687