**YOUR**

 **PERSONAL**

 **INFORMATION**

* **You can ask questions or complain about how we use**

**your information.**

* **We collect, store and use information about you and your health so that we can give you the best possible care.**
* **We use other companies to help us deliver services – but we always make sure they protect your information.**
* **We use your information to check our services are safe and good quality.**
* **Sometimes we are required to share your information by law.**
* **We make sure staff are trained to protect your information.**
* **We share your information with other health and social care providers involved in your care, unless you ask us not to.**
* **We use technology to protect you information.**
* **We do not keep your information for longer than necessary.**
* **If you move away or register with another practice, we will send your records to the new practice.**
* **You have rights when it comes to your**

**Information.**