

EASY READ – YARROW PRIVACY NOTICE



We would like to tell you about Yarrow's Privacy Notice

This easy read paper tells you:



- **why Yarrow collects and keeps personal information about you**



- **What information we collect**



- **What we do with the information**



- **How long we keep the information**

Name	_____
Address	_____ _____ _____
Phone Number	_____

Personal information can be:

- **Your name and address**



- **Contact details of people who are in your life**



- **Information about your finances**



- **Information about your health or disability**



- **Information about your religious and cultural belief**



- **Information about your home**



We use your personal information to plan and provide you with a good service



Sometimes we may need to share your information with other people or organisations

Such as:



- **advocates**



- **Council workers**



- **Your Landlord**



We keep all your information safe and confidential



We keep your records for 6 years and then we destroy them



If you want to make a complaint about how we are using your information please contact Diana Cadogan.

You can speak to Diana in person at:

**Yarrow Central Office
216 Goldhawk Road
London W12 9NX, or
Call her on: 0208 735 4600**

Or email her:

diana.cadogan@yarrow.org.uk



You can also complain to the Information Commissioner's Office:

Telephone: 01273 482913

Or visit their website:

www.ico.org.uk