



How we look after your personal information



The information is about things like:



Where you live.



How old you are.

Things that have happened to you.



The people who work with you.

Your health.



We need the information so that we can give you the services you need.

These services might be:

Day Services

Health Care

Residential Care





Only people who really need to know about you are allowed to see your information.

Most people are not allowed to see your information.

Your information may also be used to count how many people are using services.

In this case your personal details will not be used.



Only people who really need to know about you can see it.





We keep the information on paper or on computer.



We look after your information very carefully.



Our staff know how to look after it properly.





We sometimes need to share the information with other organisations who give you services.

You can tell us not to do this.



But this may have an effect on the services you get.



You can ask to see the information we keep about you.

You will have to pay a small fee.



Write to us at one of the addresses on the next page.

If you find a mistake in your information you can ask us to correct it.

You can write to:
The Director of Adult and Community Services,
c/o your local office

Social care local offices:

Bridport

St Andrews Road, Bridport, Dorset DT6 3BJ
Tel: 01308 422234
Fax: 01308 426044
Email: bridportsocialcare@dorsetcc.gov.uk

Christchurch

Loring Road (off Jumpers Road), Christchurch, Dorset BH23 2GZ
Tel: 01202 474106
Fax: 01202 478081
Email: christchurchsocialcare@dorsetcc.gov.uk

Dorchester

Acland Road, Dorchester, Dorset DT1 1SH
Tel: 01305 251414
Fax: 01305 251034
Email: dorchestersocialcare@dorsetcc.gov.uk

Ferndown

Penny's Walk, Ferndown, Dorset BH22 9JY
Tel: 01202 877445
Fax: 01202 876604
Email: ferndownsocialcare@dorsetcc.gov.uk

North Dorset

Bath Road, Sturminster Newton, Dorset DT10 1DR
Tel: 01258 472652
Fax: 01258 473161
Email: northdorsetsocialcare@dorsetcc.gov.uk



Purbeck

19 Bonnets Lane, Wareham, Dorset BH20 4HB

Tel: 01929 553456

Fax: 01929 556319

Email: purbecksocialcare@dorsetcc.gov.uk

Sherborne

Non-visiting office

Tel: 01935 814104

Fax: 01935 817207

Email: sherbornesocialcare@dorsetcc.gov.uk

Weymouth & Portland

Jubilee Retail Park, Jubilee Close, Weymouth, Dorset DT4 7BG

Tel: 01305 760139

Fax: 01305 774622

Email: weymouthsocialcare@dorsetcc.gov.uk

Other useful contacts:**Dorset Advocacy**

01305 251033

Dorset People First

01305 256700

Care Quality Commission

Tel: 03000 616161





I have read, or been supported to read, the factsheet called 'How we look after your personal information'.

I understand that my information will be looked after and used only in the ways that are described in the leaflet. Tick the box if yes

A member of 's 'Circle of Support' has ticked this box on their behalf.

Please see 's Mental Capacity Act Route to Decision, 'Form B' for further information.

About Me

My name is

The date is

I was supported by

.....to read the factsheet and fill out this form.

People In My Circle of Support		
Name	Relationship or Role	Phone Number

