

How will we use information about you?

- At your appointment you will be asked questions about yourself, your family and your current status
- The information we ask for will help us to help you
- Your information is held in paper form and electronically
- You will be asked to sign a form giving us permission to hold records about you
- Depending on the help you ask us for, we will share your information with other partners as appropriate such as GPs, housing providers or government agencies
- Your information will kept for 6 years and then safely destroyed

You can ask about the information we hold on you at anytime. RMC are allowed one month to provide you with a copy of your information which we would provide in paper form.

You can ask to have your information changed or request that we return or destroy it

If you have any questions you can ask to speak to the Data Protection Lead

Complaints about the way we hold or process your information can be made to
The Office of The Information Commissioner
Telephone 0303 123 1113