

## Information about CWP

You can ask for a copy of information about CWP.

This is called Freedom of Information.



This might be information about

- Policies
- Minutes of meetings.

You can send an email to CWP: [FOI@cwps.nhs.uk](mailto:FOI@cwps.nhs.uk)

You can write to CWP:



Freedom of Information Officer

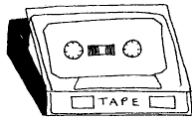
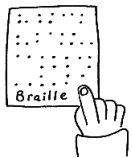
Safe Services,

Redesmere,

Chester CH2 1BQ



This leaflet is available in other languages or formats



For more information see [www.cwp.nhs.uk](http://www.cwp.nhs.uk).

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Cheshire and Wirral Partnership **NHS**  
NHS Foundation Trust

## Information about You and CWP



Get involved with how your information  
is used at

.....

## Collecting and Sharing Information

Assessment and Treatment means finding the best way to help you.

To do this I need to find out some things about you.



I will talk to you.

I will talk to the other people who help and support you.



I will share the things you tell me at my team meeting.

I might need to share the things you tell me with other services.

This is to make sure you are getting help from the people who can support you best.



You can tell me if there are people that you do not want me to talk to.

## What you have told us to do

We have talked to you about collecting, sharing and storing your information.



You have made a choice about:

- Contact with family and carers
- Having copies of letters about you



We have written down your choices on a form.

We will put the form in your file on the computer.



## How to contact us

If you have any questions about the information in this leaflet you can telephone us at .....

Our telephone number is



.....

## Copies of Letters



There will be times when we need to send letters about you to other people.

These people may include:

- Your doctor
- staff at your day service
- staff and carers where you live.



You can have copies of the letters sent to you.

We can send copies of the letters to your carer.

We can send copies of letters by e-mail.




You can choose not to have copies of the letters sent to you or your carer.

There may be some letters that you cannot have a copy of.

We will explain this to you.



 What would you like us to do?



Sometimes we need to do assessments to get more information.

If you need to have an assessment the staff will talk to you about it.

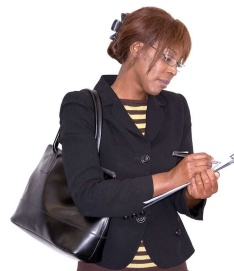
Your information is put in a file on the computer.



Your information is safe and secure.

We will talk to you about how we use your information.

If you need to see your information ask someone to help you.



We might need to look at your information if we are asked to do a survey or audit about our services.

We can share your information by e-mail.

This means changes can be made on the computer.

Information like your health action plan and your care plan.



We can also look at your information from other health services like your GP or hospital.

We need you to tell us this is OK.

This is your Cheshire Care Record.



Tell us if you have any questions about your information.

## Contact with Carers and Family Members

Keeping in touch with your family and carers is important to your care and treatment.

We want to find out how you would like to keep in contact with your family and carers.

- By telephone
- By letter
- Having visits from your family and carers

We want to find out which family members and carers you would like to keep in contact with.

We will talk to your family and carers about how they would like to be contacted by staff and by you.

What has been decided?

