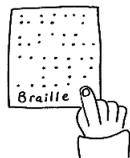


# Information about You and CWP



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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The information in this leaflet was valid at the date of production **October 2014** and is due for review in **October 2016**.

Get involved with how your information  
is used by the

## Collecting and Sharing Information

The community team want to find 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.



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.

## 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@cwp.nhs.uk](mailto:FOI@cwp.nhs.uk)

You can write to CWP:



Records Manager

Cheshire and Wirral Partnership Trust

St Catherine's Hospital, Derby Road, Tranmere.

Wirral. CH42 0LQ.

## How to contact us

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

Our telephone number is



.....

## 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:

- How you would like us to contact you
- Having copies of letters about you

We have written down your choices on a form.



We will put the form in your file.

This means that all the staff who work with you can see it.

We send you a copy of the form and you can keep it with this leaflet.



Your information is put in a file with your name on it.



The words are put on a computer.



Your information is kept in a safe and secure place.



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



Tell us if you have any questions about your information.

## Contacting You

There will be times when a member of staff from the community team will need to contact you.

There are different ways that we can contact you to arrange an appointment.

We can contact you by letter.

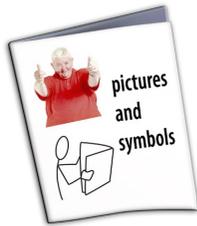
We can send the letter to another person

Your carer or a member of your family.



The letter can have words only.

The letter can be in large print.



The letter can have pictures and symbols.

We can contact you by telephone.



What would you like us to do?



## 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.

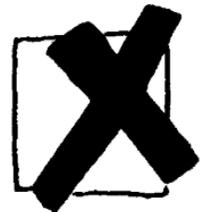


You can have copies of the letters sent to you.

We can send copies of the letters to your carer.

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.



What would you like us to do?

