

## Looking after your personal information

We are Alina Homecare.

We hold your personal information to care for you.

This tells you how we look after your personal information.

We may collect personal information about you such as your name, age, address, what you like or dislike, people who are important to you like your family, friends and professionals.

Sometimes other people such as your family, your social worker, your doctor and other people tell us information about you.

We use this information to:

- Understand your care and support needs.
- Provide care and support to you.
- Keep you safe and well.
- Keep in touch with you.
- To follow the law.

If we did not have the information, we might not be able to support you.

We keep information on paper and on computers.

Sometimes we may need to share your information with others to support your care.



We are very careful at looking after your personal information at all times by making sure it is correct and only keeping it for as long as we need to.

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

You can go to our website to get more information or talk to the office or email us at [info@alinahomecare.com](mailto:info@alinahomecare.com).