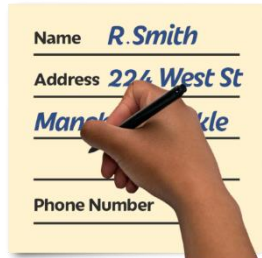


# Your Personal Information



We only collect information about you that we need



We will keep your information safe on a computer



Your personal information is only seen by people who need it to do their jobs

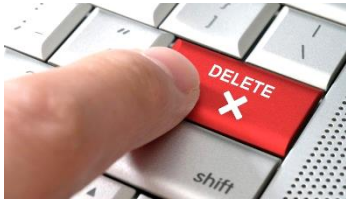


We will only talk to other people about you

- when you want us to
- if you or someone you know might get hurt
- when the law says we have to



**You can ask for a copy of the information we keep about you**



**We will delete your personal information if you ask us to**



**We only keep your information for as long as we need to**

**This is normally 18 months after we finish working with you**

**If you have a question, you or someone you know can get in touch**



**0330 440 9000**



**info@seap.org.uk**



**seAp, PO Box 375, Hastings TN34 9HU**

**If you want more information, please ask your advocate**

**or go to our website**



**www.seap.org.uk**