



## Easy Read Privacy Notice

When you work with EDP Drug and Alcohol Services, we need to collect and keep some information about you. We want to tell you how we keep your information safe.

This is the short, easy-read version of our privacy notice. More information is on our [website](#).



### We collect information about:

- you (like your name and phone number)
- people in your family or other people who could help you
- your care

We keep your information so we can work with you or help you.



**We keep everything safe** on computers or locked away. Only people who are allowed to see your information can see it.



**We only share your information** if you say we can, if the law says we need to, or if we need to keep someone safe. We never sell your information.



**We only keep your information** as long as we need it, and then we delete it. The length of time we keep your information depends on why we collected it in the first place.



### Your rights include:

- To see the information we have about you
- To get a copy of your information
- To ask us to change your information, if you think it's wrong
- To ask us to delete your information
- To ask us to stop using your information
- To complain if you think we have done something wrong

### To talk to us about your information or make a complaint, you can:

- Email [informationgovernance@edp.org.uk](mailto:informationgovernance@edp.org.uk)
- Speak to any member of staff
- Write to us
- Complete our [feedback form](#)
- Contact our [Caldicott Guardian](#)



Or you can complain to the Information Commissioner's Office: 0303 123 1113