



# Your privacy at The Connection

## Just the headlines



This leaflet gives you basic information about what happens with the information we have about you.

Want to know more?

Take the full version from the reception or check:  
<https://www.connection-at-stmartins.org.uk/privacy-notice/>

You can also speak to any member of staff.

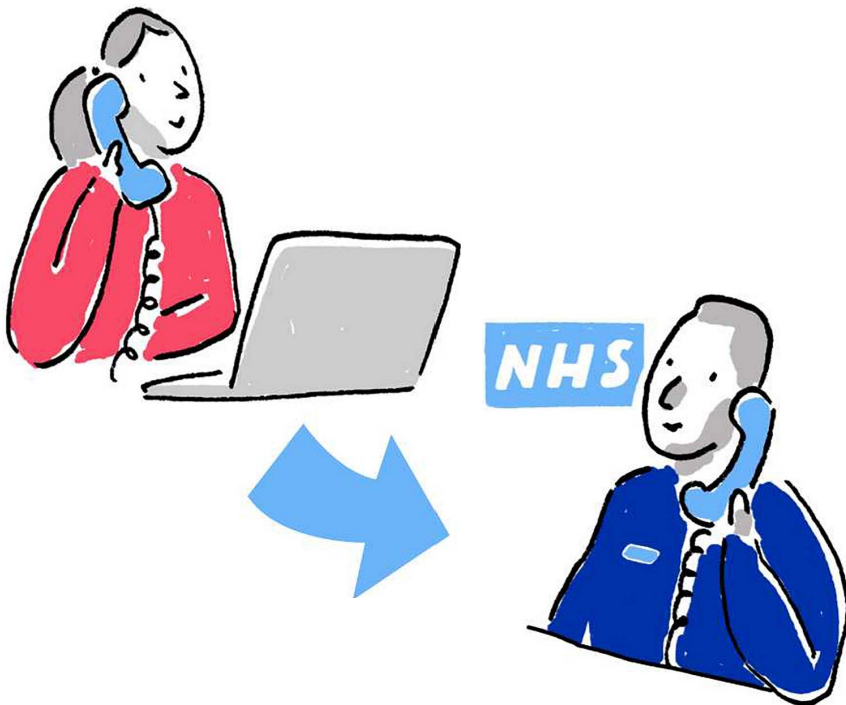
We share what you tell us with other staff at The Connection so we can support you better.

Other case workers will be able to see this information when they meet with you.

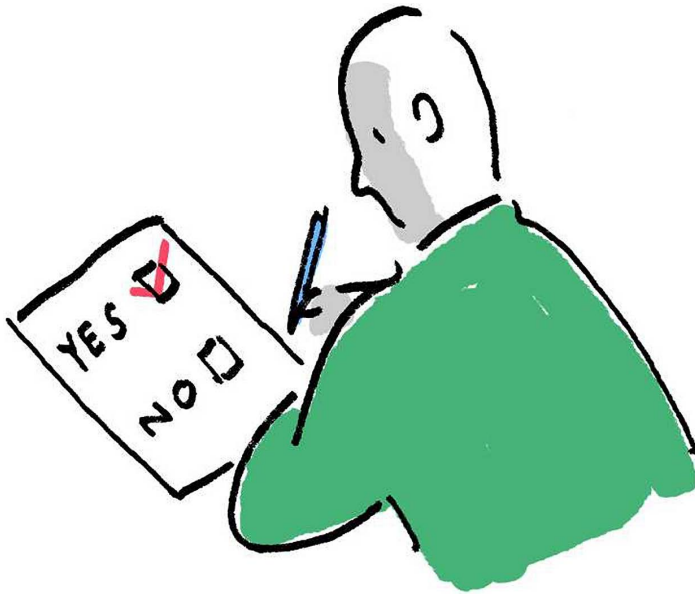


We do not share what you tell us with anyone outside of The Connection without your permission, except:

- If you go to **The Passage** or meet **Outreach (SOS)**, they will be able to see that you come here. This is so we do not duplicate work, or
- We are worried about your safety or the safety of others, or
- We have to do it by law.



If we asked for your written permission to share information with another organisation, you have full control. You can tell us to stop sharing the information at any time.



You can have a copy of the information we have about you - just ask your key worker or reception, or email [data.protection@cstm.org.uk](mailto:data.protection@cstm.org.uk)

We will give it to you as soon as we can, but it may take up to a month.



You can ask us to delete information about you that you would prefer us not to have.

If you ask us to delete all of your information, it is unlikely that we will be able to do so, because we may still need it even when we are no longer working with you.



As a rule, we will delete all your information 7 years after you leave the service. We keep it this long in case you come back or we have to look back over our work with you for legal reasons.

We also use the information to improve our service.





## Concerns? Complaints?

Contact our Data Protection Officer at:  
**[data.protection@cstm.org.uk](mailto:data.protection@cstm.org.uk)**  
or **02077665544**

The Connection at St Martin's  
12 Adelaide Street, London WC2N 4HW  
020 7766 5544  
[www.connection-at-stmartins.org.uk](http://www.connection-at-stmartins.org.uk)

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