



**St Martins**  
more than a home  
for the homeless

# Sharing your information



At St Martins we take your privacy seriously and only use your personal information so that we can provide you with the most appropriate service.

Once you have given consent for us to hold your information and share your information with approved professionals, family, carers or friends, we will not share this information with anyone else.

At any time whilst you are being supported by St Martins, you can withdraw your consent. You can also change who we share your information with.

Your personal information and the support that is provided to you is recorded on St Martins' electronic database In-Form. This information is protected by security passwords. Only staff with appropriate authorisation can see your personal information.

St Martins stores your information whilst you are supported by us and for six years after you leave the service. At any time whilst you are being supported, and for the time we retain your records, you can request a copy of your personal file.



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