**Confidentiality Statement 2023- Lomond and Argyll Advocacy Service**

Lomond and Argyll Advocacy Service (LAAS) are a wholly independent organisation. We will treat all the information you give us confidentially and it will be help securely in our organisation and only available to those who have a need to access it within LAAS. We will not release or pass on any information regarding you EXCEPT:

1. With your explicit permission and/ or to assist you in an agreed aim
2. Where you tell us about something which presents a serious and significant risk to you or others, or you tell us you might put yourself at risk or harm yourself.

Our staff must always treat the information you provide us sensitively and with respect. They will not share it with anyone outside the organisation other than with your permission or in a critical or emergency situation as stated above.

Our staff will be careful not to share information with your friends, family, neighbours or other professionals other than with your agreement. We will keep our records and anything held on our systems safe and secure and not discuss issues in an environment where they might be overheard- for example in a public place. They should treat your information in the same way they might expect sensitive information about themselves to be treated.

If you feel this has not happened please contact our head office:

By Post at 155 Glasgow Road, Dumbarton, G82 4DG

By E-Mail – admin@laas.org.uk or Charlie.coggrave@laas.org.uk

By Phone on 01389 726543