



**Telford & Wrekin**

**This information is for young people  
and is about**

**CONFIDENTIALITY**

**Keeping what you say private**

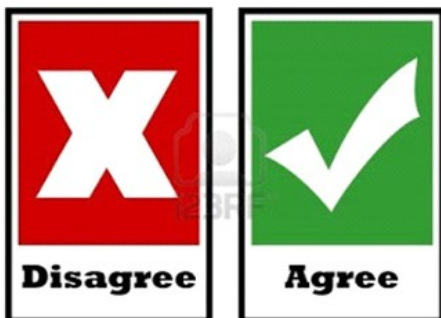
## Keeping what you say private



When you talk to us we will not tell other people what you said. We will keep it private.



Sometimes we may think it is a good idea to talk to other people about what you tell us, like your parents, teachers or doctors.

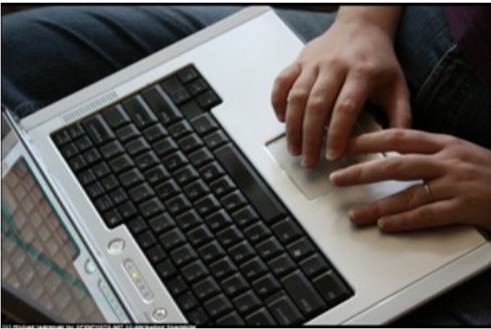


We will always ask you if this is OK first. You can say YES or NO.

There are a few times when we will have to tell someone else what you said:



We sometimes tell our managers so they can check we are doing a good job.



We will write information about our meetings on our computers. Only people we work with will see this information.



We will also have to tell someone if we are worried that someone is being hurt or might be hurt. If this happens then we will talk to you about it first.

**All about contacting the  
SEND INFORMATION,ADVICE AND SUPPORT SERVICE**

**Telford & Wrekin IASS  
The Glebe Centre  
Glebe Street  
Wellington  
Telford,  
TF1 1JP**

**We are not able to meet you in person at our offices without  
arranging an appointment first.**

**Our opening hours are:**

**Monday-Wednesday 9-11.30am**

**Thursday 1-4pm**

**Friday 12 noon-2pm**

	<b>CALL</b> <a href="tel:01952457176">01952 457176</a>
	<b>EMAIL</b> <a href="mailto:info@iass.org.uk">info@iass.org.uk</a>
	<b>FACEBOOK</b> <a href="https://www.facebook.com/pages/IASS-Telford-Wrekin">www.facebook.com/pages/IASS-Telford-Wrekin</a>
	<b>TWITTER</b> <a href="https://twitter.com/telfordsendiass">@telfordsendiass</a>
	<b>WEBSITE</b> <a href="http://www.telfordsendiass.org.uk">www.telfordsendiass.org.uk</a>