

**Fife Adult Support & Protection**

[www.fifedirect.org.uk/adultprotection](http://www.fifedirect.org.uk/adultprotection)



# What is Information Sharing?





**Why do other people need to know things about me?**

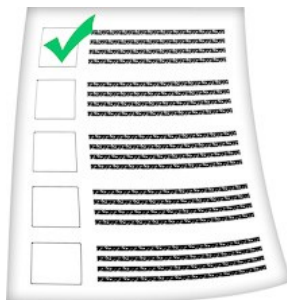
This is called 'Information Sharing'.



It makes it easier for staff to give you the support and protection that you need.

It helps staff to do things quicker.

If staff share information, it means you won't have to tell lots of different people the same things.



**What information will be shared?**

Things like your name and address and information about the support and care you need.



**How will it be shared?**

The people working with you might speak to each other,



or send emails or letters.



**Will anyone else be given the information?**

Information about you is confidential.

This means that it is private.



It will be locked away when it is not being used.



Only people who are helping you will be given the information.

They will only be given the information that they need.



**I still don't understand....**

If you have any questions, please speak to your Social Worker.

This booklet was made using Photosymbols.