**Edinburgh: First Contact letter**

Thank you for taking the time to contact us.

Please find enclosed our Welcome Pack which we hope you will find interesting and helpful.

The information you have given us is stored securely by VOCAL. Our carer support staff will use it to provide you with individual support and to let you know about events, training and other opportunities relevant to your caring role. We will contact you by email, post, SMS or phone if these details are provided. Your personal information is confidential and we will only use it for the purposes outlined in our privacy policy unless required to do so or with your consent.

Information is regularly checked to ensure it is accurate and up to date and you can ask to amend, view or remove your personal data by contacting VOCAL at centre@vocal.org.uk or 0131 622 6666.

For more information about how we store and use your personal data and our full data protection policy visit the VOCAL website: vocal.org.uk/privacy

If you have any questions or would like to know more about any of the information included please do not hesitate to get in touch. Should you need any advice on a particular issue please phone us on 0131 622 6666.

**Midlothian: first contact letter**

Thank you for taking the time to contact us.

Please find enclosed our Welcome Pack which we hope you will find interesting and helpful.

We trust this information is satisfactory, however if you have any questions or require further support, then please do not hesitate to contact us on 0131 663 6869 and ask to speak to the Duty Worker.

The information you have given us is stored securely by VOCAL. Our carer support staff will use it to provide you with individual support and to let you know about events, training and other opportunities relevant to your caring role. We will contact you by email, post, SMS or phone if these details are provided. Your personal information is confidential and we will only use it for the purposes outlined in our privacy policy unless required to do so or with your consent. Information is regularly checked to ensure it is accurate and up to date and you can ask to amend, view or remove your personal data by contacting VOCAL at midlothian@vocal.org.uk or 0131 663 6869.

For more information about how we store and use your personal data and our full data protection policy visit the VOCAL website: vocal.org.uk/privacy