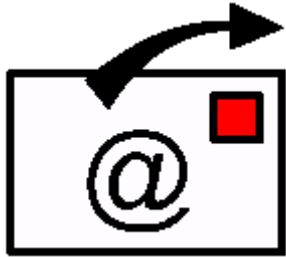


# Guidelines for emailing the Kestrel Centre



Everyone at the Kestrel centre has an email address



Emails can sometimes be hacked. This means people who don't work for Solent may see the emails.

This does not very often happen but in case it was to happen we **do not** recommend you contact us using emails.



You **must not** write personal information in emails in case your email is hacked.

# Guidelines for emailing the Kestrel Centre Cont.

Another reason why you should not email us is because:



People who work at the Kestrel centre may not see your email straight way. They might be on holiday or off sick, they may be busy on visits or in meetings.



The Kestrel centre is not open all the time

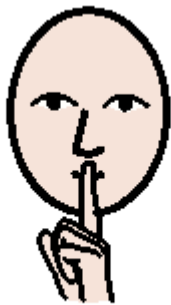


If you want to get hold of someone urgently you should call the kestrel centre on 023 92 684600.

# Guidelines for emailing the Kestrel Centre cont.



We **do not** recommend that you contact us using emails.



If you email us we will not respond but we will record what you send in emails on your notes on our computer.

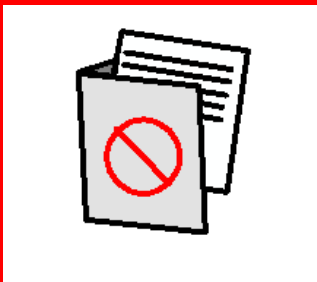


These notes are private and confidential. Only people who work for Solent can read your notes.

## Remember....



If you need someone to do something straight away (you should call instead of using emails and tell us it is urgent.



Do not send very personal or private information on emails



We will not answer to your emails because we are not allowed to anymore.