

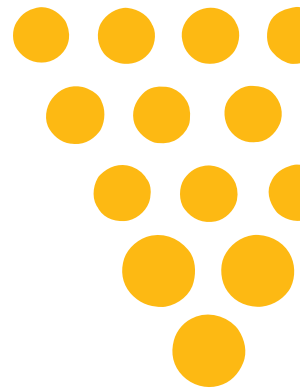


**CORNWALL  
COUNCIL**  
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# Privacy notice

Adult Social Care

Easy read format



[www.cornwall.gov.uk](http://www.cornwall.gov.uk)



**Important:** Ask your worker about anything you do not understand.

## Information about me



When we plan services we keep information about you in paper files and on computers.



We use this information to obey the law when providing you with support. This is the Care Act 2014.



We will only use this information to:

- Give you support
- Get data



An example of data we will get is the number of people using our services.



Your name will not be used in this information.



Sometimes your information will be shared with other people.



The people may be from the Council, NHS and other organisations.

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**7  
years**

We will keep your information safely for 7 years after we stop giving services to you.



**10  
years**

Or 10 years if you have a **mental capacity assessment**.



This is to check that you are able to make decisions about yourself.

## How care services use your information



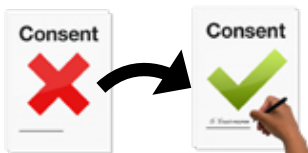
Most of the time you cannot be identified from data used for research and planning.



You can choose if you want your personal information to be used for research and planning.



If you do not want your information to be used for research and planning, please visit this website and opt out. **[www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters)**.



You can change your mind about your choice at any time.



Cornwall Council's Adult Social Care follows the rules of the national data opt-out policy.



We will use your choice for any confidential personal information for your care and support, and other needs.

# What are my rights?



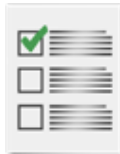
Your personal information belongs to you and you have the right to:



- Know what we do with your information



- Ask for a copy of the information we hold about you



- Have it changed if it is not correct



- Have it deleted (if the law says that we do not need it)



- Limit what we do with your personal information in certain situations



- Say no if you do not want us to use your information in certain situations

# How do I get hold of information held about me?



You can write to us to get your information.



This information can be passed to your worker or sent to the Council's Data Protection Officer at the address below.



You can ask your Social Worker or another member of Council staff to help you get this information.

# If you do not agree with something



Ask your worker or contact the Council's Data Protection Officer at the address below if you are not happy about how we look after your information.



Or, you can ask the Information Commissioner's Office to help you.



Call **0303 123 1113**



or go to **<https://ico.org.uk/concerns/>**



Cornwall Council is a data controller registered with the Information Commissioner's Office.

Our registered address is:



**Cornwall Council, New County Hall, Treyew Road,  
Truro TR1 3AY.**

Data Protection Registration Number: **Z1745294**



For more information on how we use your information, please contact the **Data Protection Office** at:



Email: **[dpo@cornwall.gov.uk](mailto:dpo@cornwall.gov.uk)**



Tel: **01872 326424**

If you would like this information in another format or language please contact:

Cornwall Council

County Hall

Treyew Road

Truro TR1 3AY

Email: [equality@cornwall.gov.uk](mailto:equality@cornwall.gov.uk)

Telephone: 0300 1234 100

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