

COMMUNITY CONNECTOR PRIVACY NOTICE

Who is the Data Controller for the information I provide?

Halton Borough Council is the Data Controller for the personal information you provide. The Council's Data Protection Officer can be contacted on 0151 511 7003 or by email to Peter.Richmond@halton.gcsx.gov.uk

Why do we need your information?

We collect and hold information about you in order to deliver, monitor and evaluate the Community Connector Service.

We need to collect your information to

- Register you to the Community Connector service, as a service user, Community Champion or under the TimeBank scheme
- Work as part of a multi-agency team to find the best support or opportunities available to you
- Contact you to offer you support and guidance
- Understand your current circumstances and find the best support or opportunities available to you
- Evaluate and monitor The Community Connector service for reporting purposes.

If you do not provide the information or consent to us processing your data, we cannot register you with our service.

We will not use your information to make automated decisions about you.

Your data will not be transferred abroad.

How will my information be stored?

Your information will be securely stored using Halton Borough Council social care management system. Community Connectors will upload your registration information and will keep a log of their contact with you. Any written paper information will be uploaded to the online system and later destroyed. The online system is encrypted to ensure information is as well protected as possible. Data will also be stored on an excel spreadsheet. This is stored on an encrypted, password protected laptop.

Who will my information be shared with?

Your information may be shared with health services, emergency services, housing services, local organisations and support services in multiagency meetings, or as a referral. We would always agree this with you beforehand as part of your support plan, and would not share any information with these organisations without your prior agreement.

If we are worried about your wellbeing or safety we may share your information with social services, the emergency services or your GP under Halton Borough Councils Safeguarding Policy.

What legal basis allows you to use my information?

The lawful basis for processing your personal data as set out in the General Data Protection Regulation is 'Consent'.

- I consent to providing my personal data and it being processed by Halton Borough Council for the reasons stated in the Privacy Notice overleaf.
- I consent to joining your mailing list that includes information about community activities in Halton
- I consent to registering with the TimeBank scheme and being contacted about skill share opportunities
- I consent to being registered as a Community Champion and being contacted about relevant voluntary opportunities

You have the right to withdraw your consent by contacting community.connectors@halton.gov.uk

I have read and understand the privacy notice and consent to be data being processed

Full Name: _____

Signature: _____

Date: _____

Your Rights

You have the right to be informed about the information being about you.

You have the right for any inaccurate or incomplete data to be rectified. Contact community.connectors@halton.gov.uk

You have the right to your personal data being erased. Contact community.connectors@halton.gov.uk

Right of Access – you have the right under the Data Protection Act 1988/General Data Protection Regulation 2018 to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our for from <https://www4.halton.gov.uk/pages/councildemocracy/data-protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, Wa8 7QF. Or email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to: Data Protection Officer, Information Governance Service, Halton Borough Council , Service Improvement Division, Municipal Building, Widnes, WA8 7QF.

You also have the right to complain to the Information Commissioners' Officer using the following details: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 08456 30 60 60 or 01625 54 58 45. Website: www.ico.org.uk