

PRIVACY NOTICE FOR SURE START TO LATER LIFE TEAM

Data Controller

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 collect and hold information about you?

The information we collect from you enables us to provide you with support from the Sure Start to Later Life Information Officers.

Why do you need my information?

The information is needed to enable the team to make contact with you to offer a service suitable for your requirements

We also use anonymous information for evaluation of the service provision and the impact involvement with the team has on you.

What legal basis allows you to use my information?

- The legal basis for processing your personal data is consent.
- The legal basis for processing your sensitive data is explicit consent for a specific purpose as stated above.

Do I have to provide this information and what will happen if I don't?

If you have not opted in and we do not have your information, Halton Borough Council will be unable to provide you with a service from Sure Start to Later Life,

Who will my information be shared with?

Depending on your needs, your information will be shared, with your consent to the following:

- Appropriate teams, within Halton Borough Council
- Local agencies/services e.g. red cross, Age UK, RVS
- Volunteers within the team
- GP
- Health related teams

Anonymised data is also shared for evaluation and impact purposes.

The information we would seek to use with your consent may include your name, address, date of birth and any health issues.

You may also be asked for your image to be used in marketing materials and online. Your consent may be withdrawn at any time by writing to us at the address stated below.

How long will you keep this information for and why?

We only keep your information for as long as necessary by law in line with Halton Borough Council's Corporate Retention Schedule. If you are over 18 years of age, we will retain your information for 8 years from the date you entered our service. After this period data is disposed of securely.

How will my information be stored?

Your information will be stored electronically in a data base and in digital. Electronic data is kept on a secure in-house HBC database and electronic filing system. A paper copy is also kept in a locked cabinet in order to access your details should computer systems fail.

Will this information be used to take automated decisions about me?

No, this information will not be used to make automated decisions about you.

Will my data be transferred abroad and why?

No, your data will not be transferred abroad.

What rights do I have when it comes to my data?

- **Right to be informed** – through this Privacy Notice
- **Right to rectification** – you have the right to have personal data rectified if it is inaccurate or incomplete.
- **Right to erasure** – you have the right to have personal data erased and to prevent processing however the right to erasure does not apply in some circumstances.
- **Right to restrict processing** – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.
- **Right to object to processing** (to certain types of processing only)

Right of Access - you have the right under the Data Protection Act 1998 (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 form 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

Source of data

We may collect your personal information from a number of different sources: Directly from your GP, Social Work team, social services database or other source referring into our team, upon your consent to do so.

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, Municipal Building, Widnes WA8 7QF'.

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow,

Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk

END OF PRIVACY NOTICE