



How Together for Families uses your information to give you services

	<p>1. What is privacy?</p> <p>The Council protects and respects your privacy.</p>
	<p>This is about your personal information. It may be your name and date of birth.</p>
	<p>For help or more information about how we look after your personal information you can contact the Council (Practice Development and Standards Service):</p> <p>01872 327 617</p> <p>tffdpa@cornwall.gov.uk</p>

	<p>This privacy notice tells you how we will look after your personal information.</p>
	<p>2. Why we ask for your personal information</p> <p>We need to collect information about you so we can offer services and give you the right support.</p>
	<p>We will tell you for how long we will keep your information.</p>
	<p>We obey data protection laws.</p>
	<p>We may need to share your information with:</p> <ul style="list-style-type: none"> • Other organisations who offer services for us. • Other people who we work with and who offer you services. • With health services.



When we ask you for your personal information we will tell you who we will share it with and why.



This is to make sure we give you the right care, support and treatment.



It also means that you will not be asked for this information more than once.



We will always check with you that you agree for your personal information to be shared.

3. When we may share your personal information without your consent



Sometimes we may need to share your personal information without your consent. The law allows us to do this when:



- Helping to prevent or solve a crime.



- If we believe you are at risk of serious harm or that others are at risk.



4. Why we need information about you

- To let us make correct assessments about your needs.
- To make sure you get the services best suited to your needs.
- To help us check and improve services.



5. Why we need information about other people

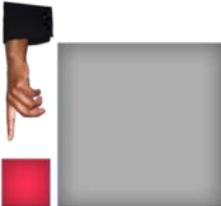
- To help us to support the people who are giving you the services.
- To help us to protect you.



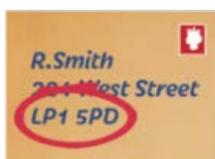
6. Your rights

Your personal information belongs to you. You have the right to:

- Know what we do with your information.



- Get a copy of what information we hold about you.
- Have it changed if it is not correct or not complete.
- Have it removed (where we do not have a legal need to keep it).
- Take away your consent if you no longer wish us to look after your information.
- Limit what we do with it.
- Tell us not to use it for marketing or research.
- Tell us not to use it for legal or official purposes.
- Ask us why a decision was made which had a bad effect.



Please contact us if you would:

- Like to get any of the information we hold about you.
- Raise a concern about how we look after your personal information.

**Data Protection Officer
Cornwall Council
County Hall
Truro
TR1 3AY**

dpo@cornwall.gov.uk

01872 32642



**Easy Read made by
the CHAMPs Team
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