

Privacy Notice
How Oxfordshire
County Council
uses information



Contents



3 Privacy Notice



What type of information will we keep about you?



6 How will your information be kept safe?



7 How will we use information about you?



9 Who will we share information with?



11 What are your rights?



13 Checking your information



If you have any questions or want to make a complaint

Privacy Notice



This notice explains how Oxfordshire County Council uses information about you.



Collecting Information

The council needs to collect personal information about people so we can give them a service.



Sometimes we ask people for their permission before we collect or use information about them.



Keeping records

We keep a **record** about each person.



A **record** is information which is written down and kept in a file or on a computer.



The record has all the information the council needs about each person.



The law says that we are responsible for:

Keeping your information safe



How your information is used

What type of information will we keep about you?



We keep personal information about you like:



- Your name
- Date of birth



- Phone number
- Address



We keep a record of when you have been in contact with the council.



We keep records about the services that you have used.

How will your information be kept safe?



We will follow the laws that say how we must look after your information.



This means that:

We will keep it as safe as possible



We will make sure that the information about you is right



We will keep your information up-to-date



 Your information will only be seen by staff who need to see it



 We will keep it only as long as we need to

How will we use information about you?



We will use your information so we can give you a good service.



We will ask for your permission before using your personal information for anything else.



Sometimes we may use your information for:

Training our staff



Improving services



Planning new services



When we use your information for these things, it will not include saying who you are. No one will know the information has come from you.



When we must share your personal information

We might have to share your personal information with another organisation if:



You are in danger



Someone else might be in danger



To stop a crime



To look into the details of a crime



If the law says we have to share it

Who will we share information with?



The council works closely with certain organisations. Some of these organisations do work or provide services for the council.



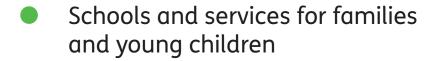
We may share your information with organisations like these so that you get a better service.



We may share your information with certain organisations because the law says that we must.



The types of organisations that we may share your information with are:





 Health and Social Care services like the NHS



 The district councils in Oxfordshire



The Police and Fire and Rescue

Local Government & Social Care

OMBUDSMAN

 Organisations that check the work of Oxfordshire County Council - like the Local Government Ombudsman



 The people who check that we are looking after our money properly



Even if we share it, we are still responsible for your information.



If we share your information with any other organisation, we will check that they follow the law about how to look after it.

What are your rights?



You have the right to:

Be told about how we use your information



See the information that we have about you



 Correct any information that is wrong



 Say that we can only use your information for certain things



 Tell us not to use your information for something that you don't want



Be told if we lose your information



For some of your personal information you have the right to:

 Say that we cannot use this information



 Ask that this information is given to another organisation



 Say that we cannot share this information

Checking your information



If you want to see the information we hold about you, please ask by:



Using the online form: www.oxfordshire.gov.uk/residents/data-subject-rights-form



Telephone: 01865 792422

If you have any questions or want to make a complaint



You can contact the Council's Data Protection Officer by:

Email: dataprotectionofficer@oxfordshire.gov.uk



Telephone: 01865 792422.



Post:
Information Management Team
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND



If you are not happy with how your information has been used you can contact the Government's Information Commissioner's Office.



Website: www.ico.org.uk



Telephone: 0303 123 1113



Post:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Easy read by Easy-Read-Online.co.uk