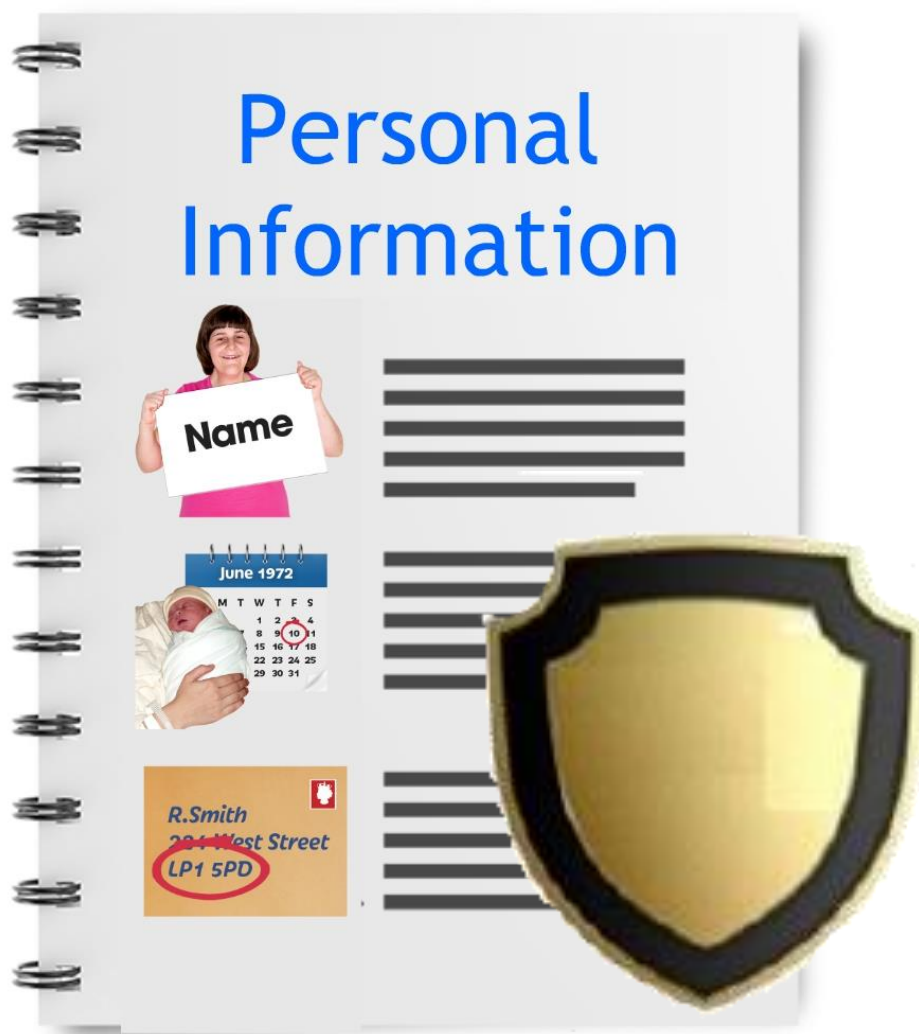


Privacy Notice

An EasyRead guide





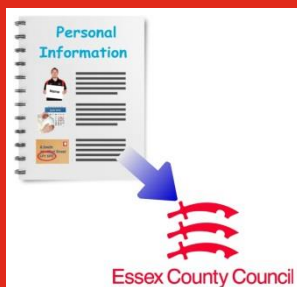
About this booklet

1



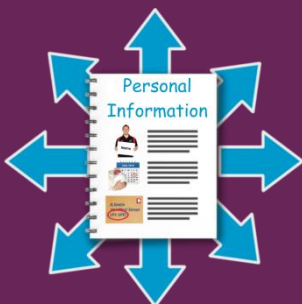
About Privacy Notices

2



**Why do we need
information about you?**

3



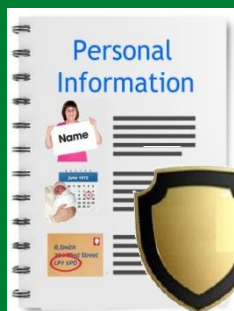
**Who we might share your
information with**

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How to ask a question or complain

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About this leaflet



Essex County Council

In this document:

- **us** or **we** means Essex County Council (ECC)



- **you** means the person reading this Privacy Notice.



- we will tell you about Privacy Notices.



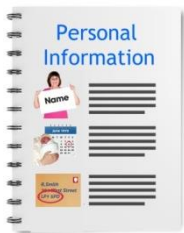
- we will explain your rights.



- we will tell you how you can complain or ask a question.

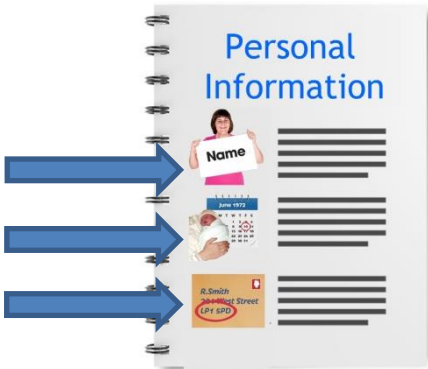


About Privacy Notices



Essex County Council

A Privacy Notice tells people why we collect their **personal information** and how we protect it.



Personal information includes things like:

- your name
- your date of birth
- your address



Some of your personal information is 'special' and needs more protection.



Special information includes things like:

- your sexuality (if you fancy men or women)



- your religious beliefs



- your ethnic background (where you come from)



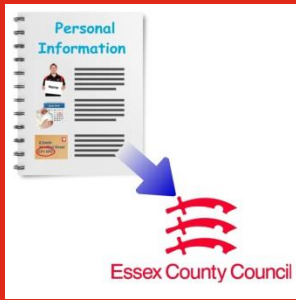
- if you are a member of a trade union



- your political opinion



- if you have ever committed a crime



Why do we need your information?



We can collect about you where:

- you have given us your consent.



- you have a contract with us.



- we need your information to carry out our legal duties.



- we need your information to teach you



- we need your information to loan you books



- we need your information to protect someone in an emergency.



- it is required by law.



- we need your information because you work for us.



- we need your information to provide health or social care services.



- we need your information to protect public health.



- your information is available to the public (for example on Facebook)



- we need your information for court hearings.



We might use the information we have collected from you to:

- make sure you get the right support.



- improve our services.



- train our staff.



- investigate any worries or complaints you have about your support.



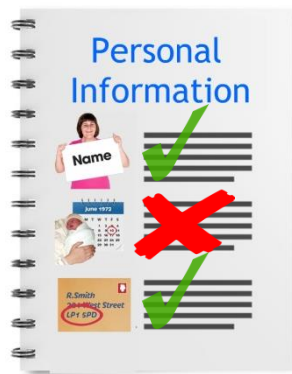
- make sure we pay the right amount of money for your support.



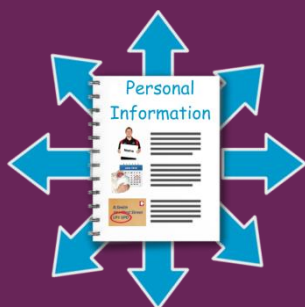
- check the quality of your service.



- help research and develop new services.



We will only use the information we need.



Who we might share your information with



We might share your information with a number of organisations who provide your care. These include:

- schools or colleges



- day care centres



- health services



- other councils



- care providers



- to help you with transport



- to give you sports and activities



We may also need to share your information to:

- prevent a crime



- to protect you from harm



- to protect a child



- to protect **vulnerable adults**

Vulnerable adults are people who are easily hurt because they are old or they have disability.



- to protect our staff or people who support you



- to protect the public



Sometimes the Court tells us we must share your information, for example when:

- we take a child into care



- we take someone into care under mental health law.



Essex County Council



We work with other companies to store your personal information.



We will never sell or give your personal information to anyone else.



Your rights



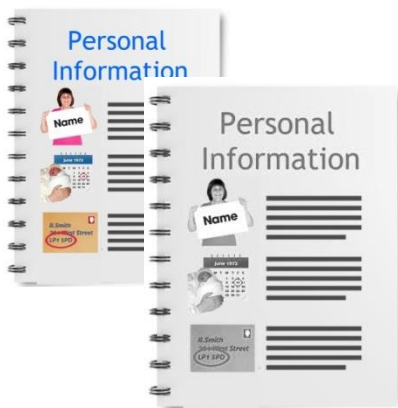
Under the law you can say what personal information we keep and how we use it.



You can ask to see all the information we hold on you.



You can ask us to change any information that you think is wrong.

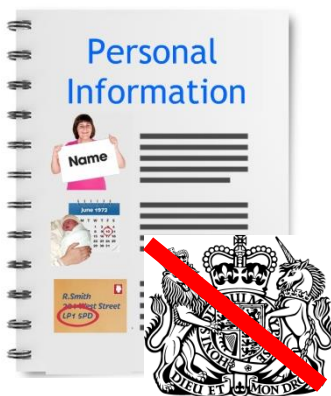


You can ask for your information to be deleted where:

- we no longer need your personal information



- you no longer consent for us to use your information



- we have no legal reason to keep your information



In some situations we cannot delete your personal information. These include where:

- we are required by law to hold your information





- your information is used for **freedom of expression**



- your information is used for public health health reasons



- deleting your information would make research findings unusable



- it is necessary for legal claims.



You can ask to have your information moved to another service provider.



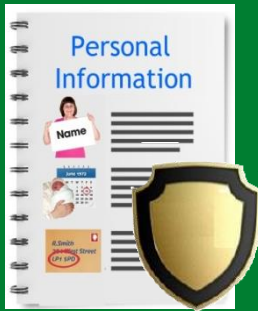
You can tell us that you do not want us to use your personal information.

This may delay or stop us from delivering a service to you.

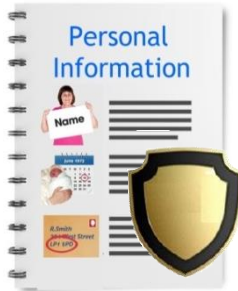


Sometimes computers make decisions about you.

You can ask for these decisions to be explained to you.



How we protect your information



We do our best to protect any information we hold about you on paper or on computer.

Examples of how we do this include:

- encryption. This means hiding information so that it can only be read using a password.



- using a different name so that we can hide parts of your personal information.



- only letting people access your information who are allowed to see it.



- training our staff so that they know what they can do with your information.



- testing our computer systems to make sure they stay secure.



How to ask a question or complain



You can contact our **Data Protection Officer** by email:

DPO@essex.gov.uk



Or by telephone:

03457 430430



If you are not happy with our response you can contact the **Information Commissioner's Office** by email:

casework@ico.org.uk

or by telephone:

03031 231113