



# Sefton Council. Adult Social Care Learning Disabilities and Autism Social Work Team Co-production Group. Privacy Notice.

## 1. About Us

Adult Social Care is part of Sefton Council.

We run the Adult Social Care learning Disabilities and Autism Social Work Team Co-production Group.

Co-production means people who use services, carers, families, and staff work together as equals to improve adult social care.



## 2. Why We Collect Information About You

To help you join the co-production group.

Contact you about meetings and activities.

Make sure you can take part safely and comfortably.

Use your ideas and experiences to help improve Adult Social Care services.

Meet our duties under the Care Act and Adult Social Care responsibilities.





### 3. What Information We Collect:

- Your name.
- Your phone number, email or address if needed.
- Your communication or access needs.
- Information you choose to share about your experience of services.
- Only information that is needed to run the group safely and fairly.

### 4. The Law That Allows Us to Use Your Information

We must follow the UK GDPR and Data Protection Act 2018.

We use your information fairly, lawfully, openly, and only for the purposes we explain.



### 5. How We Use Your Information

Run co-production meetings.

Contact you about events, updates, or changes.

Make sure meetings are accessible.

Listen to your views to improve services.





## 6. Who We Share Your Information With

Sefton Council staff that work in Adult Social Care services.

Staff who help organise the group.

Partner organisations only when needed.

We do not share information unless necessary and lawful.

## 7. How We Keep Your Information Safe



We store your information securely.

Only staff who need your information can see it.

We follow strict data protection rules.

## 8. How Long We Keep Your Information



We keep your information only as long as needed to run the group and meet legal requirements.

We delete it securely when no longer needed.

## 9. Your Rights



You must be told how your information is used.

You can see the information social care have on their systems about you by completing [the access my files form](#).



Or you can call Sefton Council on 0345 140 0845.



You can ask us to correct wrong information.

You can ask us to delete your information in some situations.

You can ask us to stop using your information.



If you are not happy with how we look after your information you can make a complaint to the Information Commissioner's Office (ICO).

## 10. How to Contact Us

**Contact for the Learning Disabilities and Autism Co-production Group is:**

[samantha.critchley@sefton.gov.uk](mailto:samantha.critchley@sefton.gov.uk)



**Sefton's Data Protection Officer:**

[Ino.information@sefton.gov.uk](mailto:Ino.information@sefton.gov.uk)



0345 140 0845

**Information Commissioners Office (ICO)**

website: [Information Commissioners Office](http://www.informationcommissioner.gov.uk)



Phone: 0303 123 1113



## 11. Accessible Versions of information

We can provide Easy Read, large print, audio or other accessible versions if you need them.