

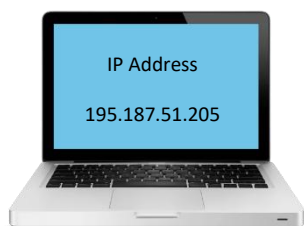
## Adult Social Care Feedback Form.

### Privacy Notice.



This Easy Read privacy notice for the Adult Social Care Feedback Form will explain **the personal information we collect.**

In this questionnaire we will collect information about:



- IP addresses (this is a computer code to show what computer the information comes from).
- Your name, email address and telephone number if you would like us to contact you.

### What personal information we collect.

In this consultation we collect

- IP address.
- Name
- Email address.
- Telephone number.





## **Why we collect and use this information.**

Sefton Council are asking people to feed back to us about their experience with Adult Social Care so that we can understand how we communicate well and what we can do better.



## **IP addresses that identify computers.**

- The IP addresses are collected to make sure only one response per resident is received.
- Once this is checked the IP address information is deleted.



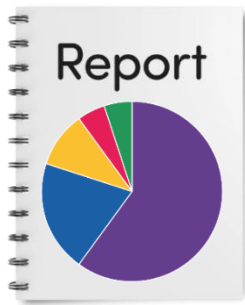
## **Personal information.**

- Name, email address and telephone number. We will keep your name, email address and telephone number information until we have contacted you about your feedback, if you have asked us to.



If this is about your care needs, we might record the relevant details in the Adult Social Care database and store them appropriately.

## How we use the information and who we share the information with.



The information collected in this feedback form will only be used as numbers in the summary report.

The personal information collected will not be used other than to contact you if you request this option.



## Storing the information.

All information is kept safe.

Sefton Council follows the laws around data protection.

## The laws.

We need to make sure we

- Only ask the questions we need to in this feedback form.



The law says we must ask and act on this information.

It helps us to know what groups of people are responding to the feedback form.

It also helps us to know that we are not missing groups of people.



## Confidential.

Your answers will be collected to help us know what people think.



## Who will we share this information with?



We will share the feedback report within Adult Social Care to improve the way in which we communicate. We may share a summary of the feedback within the Council and with partner organisations who are involved in providing support to Adult Social Care.



## Asking to see your personal information.



You can ask to see what personal information we keep about you.

Be aware there are some rules about why some information cannot be shared.



You can refuse to answer any questions in the questionnaire.



If you want to ask to see your personal information you can. Use the Council [website to complete a request form.](#)



Or you can call Sefton Council on  
0345 140 0845

## Contacts

For more information about this privacy notice please contact:

[Asc.developments@sefton.gov.uk](mailto:Asc.developments@sefton.gov.uk)





## **Sefton's Data Protection Officer**

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

0345 1 40 0845



## **Contact for this feedback form is:**

[Asc.developments@sefton.gov.uk](mailto:Asc.developments@sefton.gov.uk)