

Sefton Council Day Opportunities Coproduction Group. Privacy Notice.



Sefton Council would like to tell you about our Privacy Notice for the **Day Opportunities Coproduction Group**.



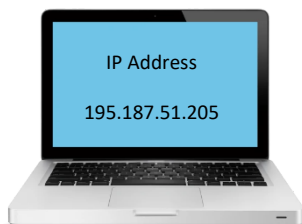
This privacy notice is for the Day Opportunities Coproduction will explain **the personal information we collect**.

In the form to join the coproduction group we will collect information about:

What personal information we collect.

In this coproduction group form we collect information listed below:

- IP address. (this is a computer code to show what computer the information comes from it is automatic, but we don't use).
- Name.
- Email address.
- Telephone number.
- Postcode.



Why we collect and use this information.

Sefton Council are asking people to get involved in the coproduction group to developing Day Opportunities in Sefton.





IP addresses that identify computers.

- The IP addresses are collected to automatically but is not used.



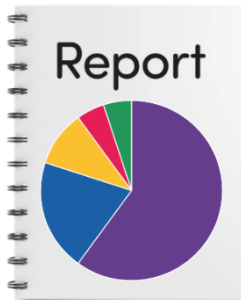
Personal information.

- We are collecting name, email address and telephone number so we can contact you.

How long we keep your information.

The IP address will be deleted immediately.

The personal information will be kept until the coproduction activity is completed or you ask for it to be removed.



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

The information will only be shared by Council staff who arrange the coproduction meetings.

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 ask in the form.
- Keep information safe.

A survey form titled 'Questions' with two speech bubble icons. It contains a question: '1. What do you think about it?' and three checkboxes: 'Good', 'Bad', and 'Not sure'. The 'Not sure' checkbox is checked. A hand is shown holding a pen, ready to write.



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

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

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



Confidential.

Your answers will not tell us who you are. The answers will be collected to help us know what people think.



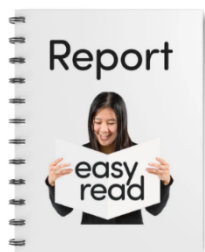
Who will we share this information with?

Your information will not be shared with any other organisations.

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:

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Contact for the Day Opportunities Consultation is:

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