

Sefton Council. Families First Partnership Co-design Sign-up Privacy Notice.



Sefton Council would like to tell you about our Privacy Notice for **the Families First Partnership co-design sign-up form**.

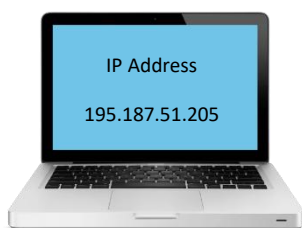
This Easy Read privacy notice for the **Families First Partnership co-design sign-up form** will explain **the personal information we collect**.

In this **co-design sign up form** we will collect information about:

What personal information we collect.

In this **co-design sign up form** we will ask equality monitoring questions, we collect information listed below:

- IP address. (If completed online this is a computer code to show what computer the information comes from).
- Name.
- Email address.
- Telephone number.
- Age.
- Sexuality.
- Gender.
- Care experience.
- Disability.
- Religion.
- Race or ethnicity.





Why we collect and use this information.

This helps us make sure we hear from a wide mix of voices across Sefton, so everyone's experiences are represented. We keep all answers safe and private.

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.

- We are collecting name, email address and telephone number so we can contact you about the Coproduction group, if you want to be part of this group.



Equalities Questions.

These are collected to show what groups of people are responding and signing up to be part of co-production of the Families First Programme in Sefton.

This also lets us know if we need to use different ways to contact groups of people who are not responding.



How long we keep your information.

The IP address will be deleted immediately after the checks are done.

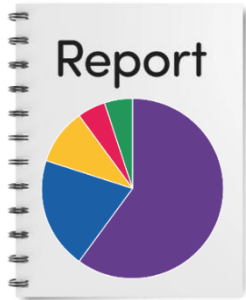
The personal information will be kept until the coproduction group activity is completed.



The equalities information will be kept until the information has been looked at and a report written.

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

The information collected in this questionnaire will only be used as numbers in the report.



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 the questionnaire.
- Ask the equalities questions.



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.



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 details for Sefton Families First Partnership Consultation is:

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