

Sefton Council. Willow View Short-term Assessment Unit Privacy Notice.



Sefton Council would like to tell you about our Privacy Notice for the **Willow View Short-term Assessment Unit Privacy Notice..**

In this questionnaire we will collect information about:

- IP address. (If completed online this is a computer code to show what computer the information comes from).
- Name.
- Email address.
- Telephone number.
- The name of the organisation you represent (if relevant) and your position in the organisation.



Why we collect and use this information.

Sefton Council are asking people if they want to be involved in Willow-View Short-term Assessment Unit Coproduction Group in Sefton.

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.
- We are collecting information about the organisation you may be involved in so we know which organisations are interested in this area.



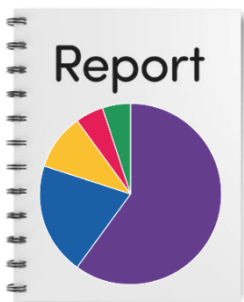
How long we keep your information.

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

The personal information will be kept until the Coproduction activity is completed or you ask us to remove the personal information.

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.



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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0151 934 3733

Sefton's Data Protection Officer:

lnoinformation@sefton.gov.uk

0345 140 0845

Contact for the Willow View Short-term Assessment Unit is:

Steve.metcalf@sefton.gov.uk

