

## **Sefton Council. SEND Newsletter Consultation. Privacy Notice.**

This privacy notice is for SEND Newsletter Consultation. It will explain **what we do with 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).
- Name.
- Email address.
- Name of organisation (if applicable).

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

Sefton Council are asking people to have their say about the SEND Newsletter Consultation. We would like to be able to invite people to be part of focus groups if they have a particular interest.

### **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.**

- Your name.
- Email address.
- Organisation name (if applicable).

## **How long we keep your information.**

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

The name and email contact details will be kept for one year.

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

The personal information collected in this form will only be used if we need to invite people to focus groups regarding this survey in future.

## **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.

## **Confidential.**

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 form.

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:

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

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

0345 140 0845.

#### **Contact for SEND Newsletter consultation is**

[rufus.beer@sefton.gov.uk](mailto:rufus.beer@sefton.gov.uk)