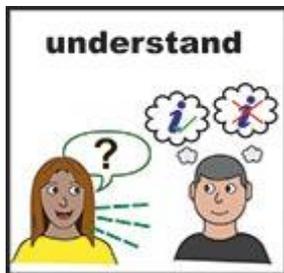




The Vale of Glamorgan Council Privacy Notice

What is our privacy notice and why do you need to know about it?



This is an **easy read version** of our full privacy notice. You can read the full version on our website [here](#). We must give you this information by law.



GDPR means “General Data Protection Regulation” and became the law on 25 May 2018. It means we must protect your privacy when you use our services.



This privacy notice will help you understand:

What personal information we collect



How we use the information

Who we share the information with

How long we keep your information

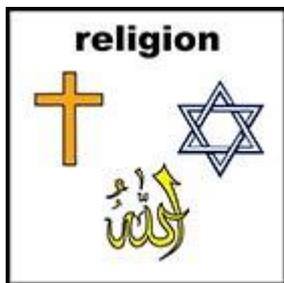
What information we collect about you



We might collect personal or sensitive information about you. This information could be:

Lifestyle and social information

- Name
- Date of Birth
- Information about your family



- Emergency contact details

- Home address

- Health information such as medication you take
- Health problems and treatments you receive

- Disabilities

- Race, religion or beliefs

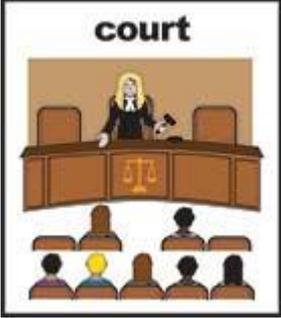
Collecting and Using Your Information

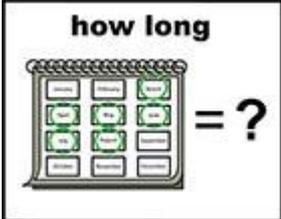
What do we use your information for?



We only collect your information so that we can use it to do our job.

- We use your personal information to make a computer record about you and your social care needs.

	<p>We also may use your information to:</p> <ul style="list-style-type: none"> • Contact your family • To protect you • Make our services better
<p>Legal Reasons</p> 	<p>The legal reasons for processing your personal information are:</p> <ul style="list-style-type: none"> • to make sure we are keeping you safe • Consent
<p>Will your information be shared?</p> 	<p>We won't share your information with anyone else without your permission, unless the law says we can or should.</p>
<p>Who your information may be shared with (internally and externally)</p> 	<p>We may need to share the information you provide. This might be with other organisations or professionals to make sure you are getting the right support:</p> <ul style="list-style-type: none"> • These can be advocates (people who act on your behalf) • Schools

 <p>police</p>  <p>GP action plan</p>	<ul style="list-style-type: none"> • Other Council teams so they can support our service • The Police. • Doctors
<p>How long will we keep your information?</p>  <p>how long</p>	<p>We don't keep it forever, only for as long as we need it to help us do the thing we needed it for.</p> <p>We will keep your information as long as our rules tell us to. There are different times for each type of information we hold.</p>
<p>What are your rights?</p>	
	<p>You have the right to:</p> <ul style="list-style-type: none"> • Be told how we use your information. • Ask to see the information we hold. • Ask us to change information you think is wrong. • Ask us to remove information when it's not needed anymore. • Tell us you don't want your information to be used.
<p>How we look after personal information:</p>	
<p>Information Security</p> 	<p>We will keep information about you confidential. We will not store any information that we do not legally need to.</p>

	<p>We limit access to your personal information to the people who need it to make sure you get the right care and support</p> <p>We have rules in place to help stop information from being lost or used in the wrong way</p>
	<p>To make a request for your personal information, the Council's Information Management Team can be contacted at FOIUnit@valeofglamorgan.gov.uk</p>

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