



**OXFORDSHIRE  
COUNTY COUNCIL**

# **Privacy Notice**

## **How Oxfordshire County Council uses information about you**



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# Privacy Notice



This notice explains how Oxfordshire County Council uses information about you.



## Collecting Information

The council needs to collect personal information about people so we can give them a service.



Sometimes we ask people for their permission before we collect or use information about them.



## Keeping records

We keep a **record** about each person.



A **record** is information which is written down and kept in a file or on a computer.



The record has all the information the council needs about each person.



The law says that we are responsible for:

- Keeping your information safe
- How your information is used



# What type of information will we keep about you?



We keep personal information about you like:



● Your name

● Date of birth



● Phone number

● Address



We keep a record of when you have been in contact with the council.



We keep records about the services that you have used.



# How will your information be kept safe?



We will follow the laws that say how we must look after your information.



This means that:

- We will keep it as safe as possible



- We will make sure that the information about you is right



- We will keep your information up-to-date



- Your information will only be seen by staff who need to see it



- We will keep it only as long as we need to

# How will we use information about you?



We will use your information so we can give you a good service.



We will ask for your permission before using your personal information for anything else.



Sometimes we may use your information for:

- Training our staff



- Improving services



- Planning new services



When we use your information for these things, it will not include saying who you are. No one will know the information has come from you.



## When we must share your personal information

We might have to share your personal information with another organisation if:



- You are in danger



- Someone else might be in danger



- To stop a crime



- To look into the details of a crime



- If the law says we have to share it



# Who will we share information with?



The council works closely with certain organisations. Some of these organisations do work or provide services for the council.



We may share your information with organisations like these so that you get a better service.



We may share your information with certain organisations because the law says that we must.



The types of organisations that we may share your information with are:

- Schools and services for families and young children



- Health and Social Care services - like the NHS



- The district councils in Oxfordshire



Local Government &  
Social Care  
**OMBUDSMAN**



- The Police and Fire and Rescue
- Organisations that check the work of Oxfordshire County Council - like the Local Government Ombudsman
- The people who check that we are looking after our money properly

Even if we share it, we are still responsible for your information.

If we share your information with any other organisation, we will check that they follow the law about how to look after it.

# What are your rights?



You have the right to:

- Be told about how we use your information



- See the information that we have about you



- Correct any information that is wrong



- Say that we can only use your information for certain things



- Tell us not to use your information for something that you don't want



- Be told if we lose your information



For some of your personal information you have the right to:

- Say that we cannot use this information



- Ask that this information is given to another organisation



- Say that we cannot share this information

# Checking your information



If you want to see the information we hold about you, please ask by:



Using the online form:  
[www.oxfordshire.gov.uk/residents/  
data-subject-rights-form](http://www.oxfordshire.gov.uk/residents/data-subject-rights-form)



Telephone: **01865 792422**



# If you have any questions or want to make a complaint



You can contact the Council's Data Protection Officer by:

Email: [dataprotectionofficer@oxfordshire.gov.uk](mailto:dataprotectionofficer@oxfordshire.gov.uk)



Telephone: **01865 792422.**



Post:  
**Information Management Team**  
Oxfordshire County Council  
County Hall  
New Road  
Oxford  
OX1 1ND



If you are not happy with how your information has been used you can contact the Government's Information Commissioner's Office.



Website: [www.ico.org.uk](http://www.ico.org.uk)



Telephone: **0303 123 1113**



Post:  
**Information Commissioner's Office**  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF