**Looking after your personal information**

|  |  |
| --- | --- |
| C:\Users\mf98204\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\IXRK22IA\Council Building.png | We (Sheffield City Council) hold personal information about the people who use our services. |
| C:\Users\mf98204\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9BWW6HJ6\Checking Support.png | We use this information to:   * Understand your care and support needs. * Give you the right information. * Arrange services to meet your care and support needs. * Understand if you or other people are at risk of abuse. And do something about it. |
| C:\Users\mf98204\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7ZRIRYZR\Data Protection Act.png | We store personal information securely.  We try to make sure the information is right.  We only keep the information for as long as it is needed. |
| C:\Users\mf98204\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\PKQ5T539\Form Fill Out.png | What does this information include?  It includes personal details.  And which services are given. |
| C:\Users\mf98204\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TMM3675M\Question2.png | You can ask to see your information by emailing us at : [subjectaccess@sheffield.gov.uk](mailto:subjectaccess@sheffield.gov.uk) or write to us at:  Resources Business Support  Sheffield City Council  PO Box 1283  Sheffield  S1 1UJ |
| C:\Users\mf98204\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\IXRK22IA\Staff Team Support.png | Many of our services are provided with other organisations.  This means we need to share information to make sure services are right. |
| C:\Users\mf98204\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\7ZRIRYZR\Support plan2.png | We will ask your permission to do this.  You can say no, but it may mean you don't get all the services you need. |
| C:\Users\mf98204\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\TMM3675M\Pickpocket 1.png | We can sometimes share information without people’s permission.  For example when someone is in danger or to stop a crime taking place. |
| C:\Users\mf98204\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\ABT223OK\More Info Here.png | You can find out more about your rights on the Council’s website [www.sheffield.gov.uk/privacy](http://www.sheffield.gov.uk/privacy)  You can ask for a copy of this privacy notice by phoning First Contact 0114 2734908. |