**Looking after your personal information**

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| --- | --- |
| 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.
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| 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 or write to us at:Resources Business SupportSheffield City CouncilPO Box 1283Sheffield 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. |