














## Easy Read Privacy Notice

	<p>Walsall Council is your local government. The council looks after all of Walsall borough and the people that live here. The council offers lots of services such as care for adults and children, swimming pools, libraries, schools, housing, benefits and many more.</p>
	<p>We sometimes need information about you that is known as 'personal information' such as your name, address and when you were born.</p> <p>Sometimes we also need to ask for information about you that is known as 'sensitive' or 'special category'. This might be information about your health, race or religion, or if you have a disability.</p>
	<p>To provide you with the right services we need know who you are and understand what you need.</p>

	<p>A lot of the information about you that we need is given to us by you when you ask for council services or support.</p> <p>Sometimes, we may get information about you from other people such as your family, your school, your doctor or even the police.</p> <p>We can't get this information unless the law says we can.</p>
	<p>Sometimes we need to share information about you with other organisations such as the police, schools, doctors or other services who help you.</p> <p>We only ever share information about you if we are allowed to by law.</p>
	<p>We only keep information about you for as long as we need it, or as long as the law says we have to.</p>
	<p>You have a <b>right to know</b>.</p> <p>We have to tell you what information about you we collect, how we will use it and who we might share it with.</p>

	<p>You have a <b>right to access</b>.</p> <p>You can always ask us to give you a copy of the information we have about you. We have to tell you why we have the information too.</p>
	<p>You have a <b>right to rectify</b>.</p> <p>You can ask us to fix any information we have about you that is wrong.</p>
	<p>You have a <b>right to erase</b>.</p> <p>You can ask us to delete information we have about you if you don't think we should have it.</p> <p>Sometimes the law says we should have information about you. We will tell you if we can't delete information about you.</p>
	<p>You have a <b>right to restrict</b>.</p> <p>You can control the way we use your information.</p> <p>This may be whilst we resolve a complaint</p> <p>Sometimes the law says we can still use information about you. We will tell you if we will still use information about you.</p>

	<p>You have a <b>right to take your information with you.</b></p> <p>Sometimes we must give your information to you in a way that allows you to easily pass it to another organisation.</p>
	<p>You have a <b>right to say no.</b></p> <p>You can tell us to stop using any information about you that we have. Sometimes, the law says we are allowed to keep using information about you if we need to.</p>
	<p>If you want to know more about your information rights you can talk to the person or team at the council you normally talk to, or visit the council's First Stop Shop on Darwall Street, Walsall WS1 1TP.</p>
	<p>The council also has Data Protection Officer. It is their job to make sure that the council use your information the right way and to help you if you have a complaint.</p> <p>To contact the Data Protection Officer you can call 01922 650970 or email <a href="mailto:informationmgmt@walsall.gov.uk">informationmgmt@walsall.gov.uk</a></p>



If you are not happy and do not want to talk to the council you can talk to the Information Commissioner's Office (who are not part of the council) by calling their helpline on 0303 123 1113.

