CHILD FRIENDLY PRIVACY NOTICE

Social Care – Community Occupational Therapy

Introduction

A Privacy Notice tells you how we use personal information, so you know what happens with it when you give it to us. This is our Child Friendly Privacy Notice about the information we collect about you for Community Occupational Therapy. A more detailed version of this Privacy Notice is online here: www.moray.gov.uk/PrivacyNotices

Who we are

We are Moray Council, we offer lots of services to people who live in Moray. We help your school to function, make sure you have a library service and provide care for people who need it.

What we do with your personal data

Personal data, or personal information, is information that can identify you, like your name, address or email address.

Some types of information we need to be extra careful with; like information known as 'special category data'. Special category data could be something like information about your health, or what religion you are.

Why we are collecting your personal data

The Council's Community Occupational Therapy (COT) service will collect personal data about you, such as your name, address, and health information. The data they collect will be used to:

- check whether they can provide you with COT services
- check your COT and support needs
- plan and deliver social care and support to you, and
- monitor and improve COT services.

Personal data about you that we collect from other people

To provide COT services to you, we (the Council) may work with other organisations to put in place plans to provide support and care for you. To do this we might collect information about you from someone else, such as your doctor (NHS Grampian), or a family member.

Personal data you give us about other people

If you have given us someone else's personal data, for example so that we can contact them in the event of an emergency, if you can, please tell them you have given us their personal data and why.

Data Protection Law

We always make sure we follow legal rules when we use your information. The Council does this as part of our public task to deliver Social Work services. Sometimes we process your personal data because we have to, so that we can meet our legal obligations. We have a range of responsibilities under Acts like:

- Social Work (Scotland) Act 1968
- The Lifting Operations and Lifting Equipment Regulations 1998
- The Provision and Use of Work Equipment Regulations 1998

When we collect special category data, we do this as we need the information to provide health or social care or treatment, or, to manage health or social care systems and services.

Who we share this personal data with

To do our work and to provide COT support and care, sometimes we have to share your personal data with other services in the Council, or, your family, Police Scotland or your doctors (NHS Grampian). We are careful about how we do this and always follow the rules. There is a longer list of who we may share your information with on our detailed COT Privacy Notice: www.moray.gov.uk/PrivacyNotices

How long we keep your personal data

We only keep it for as long as we need it. Sometimes this might be years. We have a page on our website that tells you how long we keep different types of data: www.moray.gov.uk/RetentionSchedules

We keep information in the UK.

Your rights

You have special rights about what we can do with your information. One of these is the right to know what we do with it (that's what this notice is for).

You also have the right to ask us what information we have about you, if we could stop using it, and, if we could delete it. You can ask us to correct your information if it is wrong. If we cannot do as you ask then we will explain why, which could be because of legal rules.

If you want to ask about your rights, or make sure that we're following the rules, you can ask the Council's Data Protection Officer by sending an email to: IG@moray.gov.uk

If you are not happy with how we have handled your personal data, you can complain to us. You can contact us directly or fill in a form on our website here: www.moray.gov.uk/Complaints or ask someone to do this on your behalf.

You can also make a complaint to the Information Commissioner's Office or ask someone to do this on your behalf. It is their job to make sure that everybody, including the Council, follows the rules and your personal data is properly looked after. You can phone them, write to them or contact them on their website:

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Website: https://ico.org.uk/
Online: https://ico.org.uk/make-a-complaint/data-protection-complaints/