

Quick Reference Guide (QRG)

Families Privacy Notice (Summary)

May 2022

This brief summary should be read alongside the full Privacy Notice, which can be found on the Council's website here: [Privacy and Cookies Notice | City Of Wolverhampton Council](#)

City of Wolverhampton Council, Families, collect, hold and process personal information about people with care and support needs so that those needs may be appropriately supported.

Your privacy is important to us and we are committed to handling your personal data securely in accordance with data protection legislation.

The City of Wolverhampton Council is the Data Controller for Adult Services and Children Services Data. Our Data Protection Registration number is: Z5569755

Data Protection officer for the Council is: The Information Governance Manager – Anna Zollino-Biscotti. DPO@Wolverhampton.gov.uk

Under UK Data Protection Act 2018 and UK General Data Protection Regulation (Regulation (EU) 2016/679) (UK GDPR) we are required to protect any personal information we hold about you and your family.

Personal information is defined as 'data' or information which relates to you and which can be used to identify you from that data or other information that we may hold about you.

Families are required to collect and use personal information for various reasons by law and under our statutory obligations including those set out by legislation. Any information gathered will be retained in line with statutory requirements and will not be reused for different purposes or passed to third parties for commercial purposes.

We may share information within the council and may also sometimes share with external organisations under UK Data Protection laws when we have a legal duty to do so. When sharing information, we do so in line with UK Data Protection laws and agreed information sharing protocols.

Retention periods for your record will be in line with the Council's Retention and Disposal Schedule. We have a legal duty to keep information about you confidential and secure, for specific purposes and only for as long as necessary.

You can find information on your data rights on the Information Commissioner's Office website here: <https://ico.org.uk/your-data-matters/>

You have a right to see the information we hold about you. For further information about either requesting access to or to stop the processing of your personal information please contact the Council's Corporate Information Governance Team

City of Wolverhampton Council, Information Governance Team, Civic Centre, St Peter's Square, Wolverhampton, WV1 1SH. [Tel: 01902 554498](tel:01902554498) Email: Dataprotection@wolverhampton.gov.uk

If you have a complaint in relation to a request to see a copy of your records, please contact us in the first instance (address above) to request an internal review of our response. If you follow this procedure and are still not happy, you may wish to contact The Information Commissioner's Office:

The Information Commissioner's Office, Wycliffe House, Wilmslow, Cheshire, SK9 5AF

Telephone: 0303 123 1113 Website: www.ico.org.uk



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