

# Easy Read Guide to: Privacy Notice – Adult Social Care



## What a Privacy Notice is:



We at West Berkshire Council keep personal information about the people we support. This information is called **personal data**.



By law, we must keep this personal data safe and explain how we use it. We do this in our Privacy Notice.

Personal data can be lots of different things. It can be:



- your name, age, and contact details



- details about members of your family and people that support you



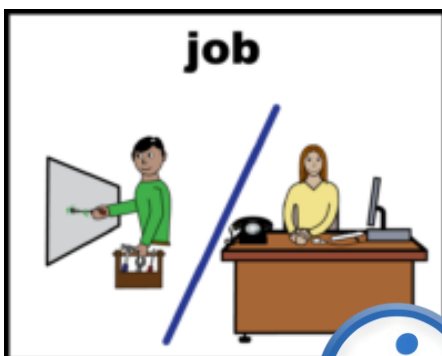
- information about your money



- health information (like allergies or medicines)



- housing and education information



- information about your job



- crime-related information (only when needed)



- what religion you are



- your ethnicity



- your sexual orientation.



We collect your personal data so we can:

- Plan and provide care
- Keep you safe
- Meet legal duties



We may share with health services, other council teams, emergency services, or charities.



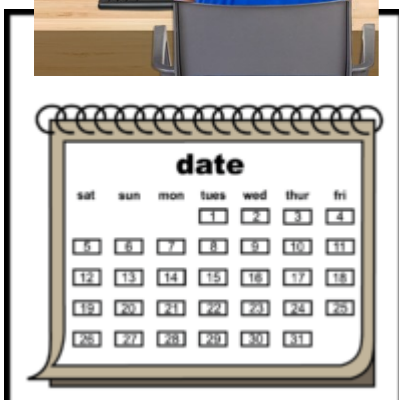
We **only** share what is needed. We won't share with family or friends unless you agree. If you are at risk, we may share to protect you.



We keep your personal data only as long as needed, unless the law says we must keep it longer.

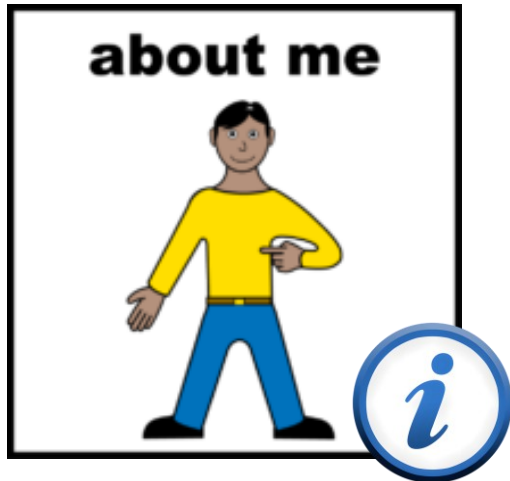
You can see how long we keep your personal data for:

**<https://www.westberks.gov.uk/retention>**





You have a right to:



- ask us to give you the personal data we have about you



- ask us to change any mistakes



- ask us to stop using your personal data, or to delete it



- ask us what we are doing with your personal data and why we are doing it.



If you want to know more or are unhappy about what we are doing with your personal data, you can contact **our Data Protection Officer:**



By post:

West Berkshire Council  
Council Offices  
Market Street  
Newbury RG14 5LD

or



Email: [dp@westberks.gov.uk](mailto:dp@westberks.gov.uk)



Website:

<https://www.westberks.gov.uk/article/40815/Data-Protection-and-Freedom-of-Information>



If you're worried about us using your personal data in the wrong way, then you can contact the **Information Commissioner's Office (ICO)**

By post:



Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF

or



Phone: 0303 123 1113

or



Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)



Website:

<https://ico.org.uk/make-a-complaint/>

This is an Easy Read Version of our Adult Social Care Privacy Notice – you can read the full version here [Privacy Notice - Adult Social Care](#)

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Reviewed and amended with support from the West Berkshire Learning Disability Partnership Board to ensure clarity and accessibility.