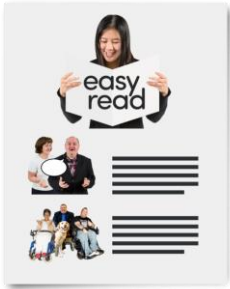


Health and Adult Services Participation and Engagement Team Privacy Notice



What is a **Privacy Notice**?

A **privacy notice** tells you how the Council use your personal information

It tells you what we do with your information when you or other people share it with the council.



The **personal information** we may collect is:

- Your name.
- Your contact details such as email address, postal address or telephone number.
- We may ask for your bank account details for expenses claims.
- What you say at meetings and other activities. We will do this by writing notes and minutes of the meetings.
- We might also collect information about whether you use a wheelchair or need an interpreter or other access needs you might have. This helps us make sure activities are accessible for you.
- We might need to know what we need to do to keep everyone safe.



We might get other information such as:

- Sex
- Ethnicity
- Age
- Disability





This information will be **anonymous**.

Anonymous means we do not know who you are.



Why do we **collect personal information**?

- To let people know about things that are happening.
- To tell people when there is going to be a meeting, activity or event they might want to be involved in.
- To send people information about what is happening.
- To help us arrange travel and pay travel costs.

  	<p>Who do we share your personal information with?</p> <ul style="list-style-type: none"> • If you have given us your bank details we will only share these with finance services who will pay your travel claim. • We will not share your personal information without your consent.
	<p>How long do we keep your information for?</p> <p>We only keep information for as long as we need to.</p> <p>If you do not want us to keep your information you can tell us and we will safely destroy it. If there is a good reason we cannot do this we will tell you as soon as possible and explain why.</p>
	<p>There is more information on how the Council uses your information on the North Yorkshire Council website</p> <p>Participation and engagement privacy notice North Yorkshire Council</p>