



A service of
Corserv Care

PROPER
JOB

Privacy Notice

PROPER JOB

Easy Read Format



Important: You can ask anyone in PROPER JOB about anything you do not understand.

Information about me



When we plan services we keep information about you on computers.



We will only use this information to:



- Give you support
- Get data



An example of data we will get is the number of people who get a job.



Your name will not be used in this information.



Sometimes your information will be shared with other people.

The people may be from the Council, NHS and employers



We will keep your information safely for 6 years after we stop giving services to you.

What are my rights?



Your personal information belongs to you and you have the right to:



- Know what we do with your information



- Ask for a copy of the information we hold about you



- Have it changed if it is not correct



- Have it deleted (if the law says that we do not need it)



- Say no if you do not want to use your information in certain situations.

How do I get hold of information held about me?



You can write to us to get your information.



This information can be passed to anyone in PROPER JOB or sent to the Council's Data Protection Officer at the address below.



You can ask anyone in PROPER JOB to help you get this information.

If you do not agree with something



Ask your worker or contact Corserv's Data Protection Officer at the address below if you are not happy about how we look after your information.



Or you can ask the Information Commissioner's Office to help you



Call **0303 123 1113**



Or go to <https://ico.org.uk/concerns/>



A DIVISION OF
CORSERV
A CORNWALL
COUNCIL COMPANY

Corserv Care is a data controller registered with the Information Commissioner's Office.



Our registered address is:

**Corserv Head Office, Western Group Centre,
Radnor Road, Scorrier, Redruth, Cornwall, TR16 5EH**



For more information on how we use your information, please contact the **Data Protection Office** at:



Email: contactus@corservltd.co.uk

If you would like this information in another

Format or language please contact:

Corserv Head Office

Western Group Centre

Radnor Road

Scorrier

Redruth

TR16 5EH

Email: equality@cornwall.gov.uk

Telephone: 0300 1234 100



Easy read made by the CHAMPs Team, Healthy Cornwall, 2022

