**Health & Social Care Community Care Services Privacy notice**

When you are referred to our service you will need to provide us with some personal data.

**How we will use the information about you?**

All personal information we gather will be used by South Ayrshire Health & Social Care Partnership to assess for any support and services you may require. We will only collect the personal data we need to provide you with any relevant support and services. We shall also use your information to contact you and to uphold our duty to protect vulnerable children and adults.

**Who we share your information with?**

In delivering our public function, we may share your information with other services and agencies (see full privacy statement) We also have a duty to safeguard people and protect them from harm and in carrying out this function we may share your information with other agencies as necessary.

**What are my rights?**

You have various rights in relation to the personal data that the Council holds about you. This includes the right to ask us to provide you with access to your personal information and to rectify any inaccuracies contained within the personal information we hold.

For more information about these rights please see the full privacy notice- link at bottom of page.

 **If you have a complaint**

If you are unhappy with the way the Council has dealt with your personal data, you can complain to the

Council’s Data Protection Officer:

**Data Protection Officer, Information Governance Team, Legal & Democratic Services, County Buildings, Wellington Square, Ayr KA7 1DR**

Email: DataProtection@south-ayrshire.gov.uk | Telephone: 01292 612223

If you remain dissatisfied, you have the right to complain to the Information Commissioner:

**Information Commissioner's Office, 45 Melville Street, Edinburgh, EH3 7HL**

Email: scotland@ico.org.uk. | Telephone: 0131 244 9001 | (https://ico.org.uk/for-the-public/)

**If you have no Internet Access**

Please contact us at the above postal address or telephone number if you wish to have copies of any of the above information and you do not have access to the internet. We will endeavour to let you have hard copies of the information.

**How to access our full Privacy Notice**

The Adult Services full privacy statement is available at: - <https://www.south-ayrshire.gov.uk/privacy-notices/>. Or please ask staff and they will provide you with a hard copy.