

Adult Social Care and Health

Privacy Notice for the Appointee Service



Personal data or **information** is anything written about you.

For example:

- your name
- where you live
- your doctor's name
- and more...



Your information might be kept on paper or a computer.



Privacy means that information about you is confidential.

Your information must be kept safe.



Staffordshire County Council keeps your information.

The Council is called the Data Controller.



Only the team that work with you can see your information.



The Government checks the County Council every year to make sure they are following the rules, keeping your information safe.

6 Years



The Council keeps information about you while they are helping you.

After your support stops, they will keep your information for 6 years.



Anyone who helps you with your money must follow the law.

This law is called:

Mental Capacity Act 2005



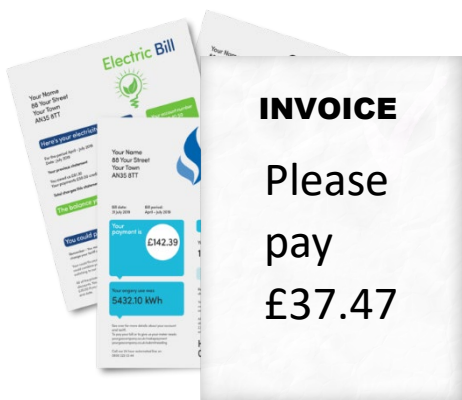
The **Appointeeship Service** needs to know about your money.



If you do not tell us about your money, we cannot help you.



✓ We can check you have the right benefits.



✓ We can help you to pay your bills, such as:

- gas
- support
- shopping
- housing



- ✓ We can help you with your bank.



- ✓ Social workers can help you to plan how to use your money.

The plan is called a budget.



- ✓ Social workers will help you when you need support.

They will speak to people to make sure you get the help you need.



Contact the Information Governance Unit:

DPO@staffordshire.gov.uk



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