

Has your address changed since you were last in contact with us?

Yes No

If yes please give previous addresses:

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Are you applying on behalf of someone else?

Yes No

If you are applying on behalf of another person please give your name, address, telephone number and relationship to the other person:

Name: _____

Address: _____

Telephone: _____

What is your relationship with the person you are making this application for (e.g. parent)? _____

Have you discussed this request with the person you are applying on behalf of?

Yes No

Are they able to understand the nature and implications of this application?

Yes No

Declaration

The information given in this form is correct to the best of my knowledge

Signed: _____ Date: _____

Please send the completed form to your local office. Details are on the back of this leaflet

Social Care Offices

Biddulph Office

Councils Connect, Town Hall, High Street, Biddulph, Stoke-on-Trent, ST8 6AR

Tel: 01782 297810 - Fax: 01782 297815

Minicom: 01782 297937

Email: biddulph.socialservices@staffordshire.gov.uk

Burntwood Area Office

Sycamore Road, Chasetown, Burntwood, WS7 4RR

Tel: 01543 510410 - Fax: 01543 510437

Email: burntwood.socialservices@staffordshire.gov.uk

Burton Area Office

1-3 St. Paul's Square, Burton on Trent, DE14 2EQ

Tel: 01283 239888 - Fax: 01283 239635

Email: burton.socialservices@staffordshire.gov.uk

Cannock Area Office

Ivy House, 202 Wolverhampton Road, Cannock, WS11 1AT

Tel: 01543 510300 - Fax: 01543 510350

Email: cannock.socialservices@staffordshire.gov.uk

Cheadle Office

Council Offices, Leek Road, Cheadle, ST10 1JF

Tel: 01538 483800 - Fax: 01538 483823

Email: cheadle.socialservices@staffordshire.gov.uk

Codsall Area Office

Histons Hill, Codsall, WV8 1AA

Tel: 01902 434000 - Fax: 01902 434005

Email: codsall.socialservices@staffordshire.gov.uk

Leek Area Office

County Services Building, Fountain Street, Leek, ST13 6JR

Tel: 01538 483112 - Fax: 01538 483145

Email: leek.socialservices@staffordshire.gov.uk

Lichfield Area Office

Lombard Court, Lombard Street, Lichfield, WS13 6DP

Tel: 01543 510800 - Fax: 01543 510817

Minicom: 01543 510849

Email: lichfield.socialservices@staffordshire.gov.uk

Newcastle Area Office

Tel: 01782 296005 - Fax: 01782 296024

Minicom: 01782 296029

Email: newcastle.socialservices@staffordshire.gov.uk

Rugeley Area Office

Council Offices, Anson Street, Rugeley, WS15 2BA

Tel: 01889 256016 - Fax: 01889 256034

Email: rugeley.socialservices@staffordshire.gov.uk

Stafford Area Office

The Business Centre, Madford Retail Park, Foregate Street, Stafford ST16 2PA

Tel: 01785 276810 - Fax: 01785 276880

Email: staffordadults.socialservices@staffordshire.gov.uk

Tamworth Area Office

Marmion House, Lichfield Street, Tamworth, B79 7BX

Tel: 01827 475506/7 - Fax: 01827 475509

Minicom: 01827 475510

Email: tamworth.socialservices@staffordshire.gov.uk

Uttoxeter Area Office

63 High Street, Uttoxeter, ST14 7JQ

Tel: 01889 256300 - Fax: 01889 256326

Email: uttoxeter.socialservices@staffordshire.gov.uk

We can also provide this information in larger print, on audio tape, in Braille, in easy words and pictures or in different languages. Contact our helpline for a translated version on 01785 276900 or e-mail us at social.services@staffordshire.gov.uk



Your information, your rights



Why we record your information

We record information about your needs and the care you have received to help plan your care in the future. It helps you and us to have information about the contact we have had with you. And it helps build up a picture of what services are needed by the people of Staffordshire. We also have to give the Government information about how we provide services.

How long do we keep information?

The length of time we keep information varies. This may be because of government regulations. For example, we may keep information about a person who has been looked after by the local authority during their childhood, until their 75th birthday. If there are no specific regulations, we may keep information for shorter periods. For example, we destroy applications for the 'Blue Badge scheme' for car drivers who are disabled the year after the badge runs out, if it is not renewed.

We may keep files for longer periods in our Records Centre Secure Archive Service. At the end of a specific period, we will shred files.

You have legal rights

The Data Protection Act 1998 gives you rights about how organisations handle information about you.

In most circumstances you have the right to:

- 1 know if we are holding information about you;
- 2 know what information we process about you, what we are using it for and who we might share it with;
- 3 prevent us from doing anything with your information which would cause you substantial damage or distress;
- 4 claim compensation if we break the law;
- 5 ask us to correct or remove your information if it's not accurate or is unnecessary, and to tell other people who we share the information with what we have done; and
- 6 have a copy of the information held about you. While you have a right to apply formally for a copy of the information, our policy is to be open with people and to share their information with them as part of the service we provide.

You can use the application form on the next page to see your records.

Whenever possible, we will get your permission before we share your information with others.

Where to get more information

The Information Commissioner is the independent person responsible for helping to protect people's rights about their personal information and to make sure organisations handle information properly. You can get advice and help from:

Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF.

Phone: 01625 545745 Fax: 01625 524510

E-mail: mail@ico.gsi.gov.uk

Website: www.ico.gov.uk

How to contact us

If you want to use one of our services, please contact one of our offices first. The contact details are on the back of this leaflet. They are open from 8.30am to 5pm, Monday to Thursday, and from 8.30am to 4.30pm on Fridays. A service is available outside office hours to deal with situations that cannot wait for the local office to open.

The out-of-hours number is 01785 354030. A telephone interpreting service is available at each office, providing access to over 100 different languages.

Access to your information - application form

If you wish to make a request under the Data Protection Regulations to see your file we need to have a formal application.

This form is the formal application and it asks for details from you to help us to find any records we hold as quickly as possible.

Personal details

Name: _____

Address: _____

Date of Birth: / /

Are you currently in contact with, or receiving a service from us?

Yes No

If yes, please give details of the office or other service, home, day centre, ect. that you are in contact with:

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If you do not have current contact with us, please provide details of previous contact:

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Has your name changed (e.g. through marriage) since you were last in contact with us? Yes No

If yes please give previous name(s): _____
