

# Privacy Notice – Child Friendly

With thanks to Essex County Council for this content



## Who are we?



Merton is your local council and we look after lots of services, including social care, adoptions and fostering. We also help your school and we run your local library.

## Why we keep personal information about you?



We aim to give you the best possible care. To do this we must keep records about you and the care and services we offer you.

## What information do we keep about you?



The information we hold may include your name, where you live and your next of kin, times that we have cared for you or when you have visited us and services that we offer you. This includes information about you, your health, your school or library books we loan you.

## How do we use your information?



We hold information about you securely. We use it to help us deliver our services, including health and social care.

Who do we share your information with?

Sometimes we have to share information we have about you. For example:

- If the Police have asked for information to investigate a serious crime
- If a court of law has asked for information
- When our services are inspected
- To help your school teach and look after you
- To loan you library books
- When you take part in some of our activities
- Sometimes we may need to share your information if you are at risk of harm to yourself or others

## How do we collect information about you?



We collect information that you tell us and that your family tells us. We also hold information from other organisations, such as your school or your doctor if they tell us. We use this to provide our care or services to you.

## How long do we keep your information for?



We keep your information for as long as it is needed to help you, or as long as the law needs us to.

Who can see the information we keep?

Your information is only seen by people who work for us, such as a social worker or schools admissions staff.

## Your rights



We only keep information about you that we really need

We do not share it unless we have to

The law gives you the right to know what information we hold about you and to have a copy of this information

There are some other rights you have, such as having incorrect information about you corrected

For more information visit [www.merton.gov.uk](http://www.merton.gov.uk)

If you want to talk to us about how we use your information, you can call 020 8274 4901 or email [data.protection@merton.gov.uk](mailto:data.protection@merton.gov.uk)