

# SAFER CORNWALL

Kernow Salwa

Requirement	Details
1. Identity and contact details of the data controller	<p>The Data Controller for all the information you provide in community drug and alcohol treatment via <i>With You</i> is:</p> <ul style="list-style-type: none"> <li>• Safer Cornwall, Cornwall Council, County Hall, Treyew Road, Truro TR1 3AY.</li> </ul> <p>Data Processors:</p> <ul style="list-style-type: none"> <li>• We Are With You, Part Lower Ground Floor, Gate House, 1-3 St. John's Square, London, England, EC1M 4DH.</li> <li>• Footwork Solutions Limited, Foresters Business Park, Plymouth, PL6 7PL</li> </ul> <p>If you need help in understanding this form, please contact Safer Cornwall by emailing <a href="mailto:daat@cornwall.gov.uk">daat@cornwall.gov.uk</a>.</p>
2. Purpose of the processing and legal basis for processing	<p>The information we collect about you will be used to provide you with support from the commissioned drug and alcohol treatment service. Your worker will explain this to you when you are referred to the service.</p>
3. Any recipient or categories of recipients of the personal data	<p><b>Who else will we share your information with?</b></p> <p><u>We Are With You:</u></p> <ul style="list-style-type: none"> <li>• Providing you with the service</li> </ul> <p><u>Footwork Solutions Limited:</u></p> <ul style="list-style-type: none"> <li>• Provider of the electronic case management system where your data is recorded and stored.</li> </ul> <p><u>Drug and Alcohol Action Team, Cornwall Council, Safer Cornwall:</u></p> <ul style="list-style-type: none"> <li>• Analyse the quality and effectiveness of local services</li> <li>• Ascertain a picture of local needs to assist planning and development of better services</li> <li>• Assist services with meeting your needs where there are barriers in place that we can help overcome.</li> </ul> <p><u>National Drug Treatment Monitoring System (NDTMS)</u></p> <ul style="list-style-type: none"> <li>• Drug and Alcohol Treatment will ask for your consent to NDTMS. See their privacy notice <a href="#">here</a>.</li> </ul>
4. Details of transfers to third country and safeguards	<p>Data is not stored or processed outside the UK.</p>

5. Retention period or criteria used to determine the retention period	<p><b>How long will we keep your information for?</b></p> <p>20 years following closure of your case.</p>
6. The existence of each of the data subject's rights	<p><b>What are my data rights?</b></p> <p>Your personal information belongs to you and you have the right to:</p> <ul style="list-style-type: none"> <li>• be informed of how we will process it</li> <li>• request a copy of what we hold about you and in commonly used electronic format if you wish (if you provided this to us electronically for automated processing, we will return it in the same way)</li> <li>• have it amended if it's incorrect or incomplete</li> <li>• have it deleted (where we do not have a legal requirement to retain it)</li> <li>• withdraw your consent if you no longer wish us to process</li> <li>• object to us using it for marketing or research purposes</li> <li>• object to us using it in relation to a legal task or in the exercise of an official authority</li> <li>• request that a person reviews an automated decision where it has had an adverse effect on you.</li> </ul>
7. Data Protection Officer	<p><b>How do I exercise these rights?</b></p> <p>If you would like to access any of the information we hold about you or have concerns regarding the way we have processed your information, please contact:</p> <p>Data Protection Officer, Cornwall Council, County Hall, Truro, TR1 3AY Tel: 01872 326424, Email: <a href="mailto:dpo@cornwall.gov.uk">dpo@cornwall.gov.uk</a></p>
8. The right to lodge a complaint with a supervisory authority	<p><b>I don't agree with something</b></p> <p>We would prefer any complaints to be made to us initially so that we have the opportunity to see if we can put things right. However, if you are unhappy with the way we have processed your information or how we have responded to your request to exercise any of your rights in relation to your data, you can raise your concerns direct with the Information Commissioner's Office Tel No. 0303 123 1113 <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a></p>
8a. Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences of failing to provide the personal data	<p><b>Why do you need my information?</b></p> <p>You have asked us to provide you with support in relation to alcohol and/or drugs so we need some information to help us provide this support and record your progress.</p> <p>Without this information we will not be able to deliver treatment that meets your specific needs or track your progress towards your goals.</p>
9. Other things you need to provide	<p>Your understanding and agreement of this privacy notice and consent to record your data using the Halo Electronic Case Management System provided by Footwork Solutions Limited.</p>