



Cabinet Office

# Privacy Policy

Keeping your information safe  
and private



easy  
read

# Introduction



The Government is asking for you to complete a survey.



By completing the survey you will be giving us information about yourself.



This privacy policy explains:

- how we will use your information
- how we will keep your information safe and private
- your rights.



# Why do we want you to give us information?



We want you to give us information in the survey so we can:

- Write new plans to help disabled people.



- See what issues we need to talk to people about, so we can help disabled people.

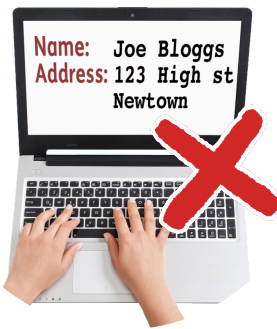


- Start talking to organisations about ways we can help disabled people.

# Your personal information



**Personal information** is information which may let people know who you are.



We are not asking you to give us your name, address or phone number.





We are asking you for some other personal information, like:

- your opinions - this is what you think about things



- your gender



- your age



- if you are disabled



- your ethnicity - this is your background.



The law says that we have to keep your personal information safe.

# Keeping your personal information safe



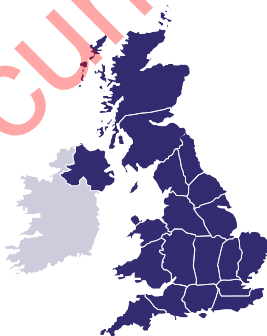
Your personal information will be kept on our computer system.



Nobody can see it except people who are working on this survey, or who look after our computer system.



We will delete your personal information when we have finished looking at the survey. This will take 12 months at the most.



Your information will stay in the UK.

# Sharing information



We will not share your completed survey with anyone.



We will write a report based on the answers that people have given.



This may include some of the things that you have said in your survey.



But nobody will know that the answers have come from you.

# Your rights

You have the right to:



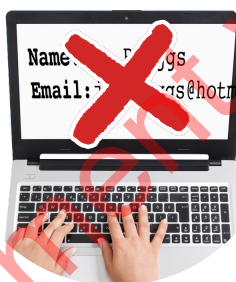
- ask to see the information we have about you



- change any of the information that is wrong



- make sure the information is up-to-date



- ask for your information to be deleted if we don't need it any more



- ask that certain people don't see your information.

# Contact us



If you need more information, or if you want to ask us about the information we have about you, contact us on:

- Email:  
**[publiccorrespondence@cabinetoffice.gov.uk](mailto:publiccorrespondence@cabinetoffice.gov.uk)**
- Phone: **0207 276 1234**
- Post:  
**Cabinet Office  
70 Whitehall  
London  
SW1A 2AS**

or the Data Protection Officer:  
Stephen Jones



- Email: **[dpo@cabinetoffice.gov.uk](mailto:dpo@cabinetoffice.gov.uk)**
- Post:  
**Stephen Jones  
Data Protection Officer  
Cabinet Office  
70 Whitehall  
London  
SW1A 2AS**



If you want to complain about the way we are looking after your personal information, you can contact the Information Commissioner at:



**Information Commissioner's Office**  
**Wycliffe House**  
**Water Lane**  
**Wilmslow**  
**Cheshire**  
**SK9 5AF**



Phone: **0303 123 1113**



Email: **casework@ico.org.uk**