

Macmillan Welfare Benefits

Information collected

- Name
- Address
- Date of birth
- Contact details
- National Insurance number
- Medical records
- Next of kin contact details
- Financial information - to assess a client's benefits entitlement we need to know about savings, income etc

Agencies we might share your information with

In pursuit of your income maximisation we may need to share information with the relevant organisations and we do this only where you have agreed to have your information shared. These organisations include:

- Macmillan Cancer Support (including Macmillan support line)
- Government agencies
- NHS Trusts
- Department for Work and Pensions
- Other local authorities

Purpose for processing

Colchester Borough Council requires the above information in order to provide a service to you. We only request the minimum amount of information and ensure that it is stored securely.

Length of time we keep your information

All records relating to Information and advice about entitlement to welfare benefits, other allowances, grants and general financial difficulties as well as information regarding health will be retained for 6 years from date advice given. Clients are informed of this in the closing letter. However, you do have the right to contact us and ask for your information to be removed prior to that where there is no obligation or statutory requirement for it to be kept. You can exercise this right by contacting Macmillan.Team@colchester.gov.uk.

Updates to this privacy notice

We will continually review and update this privacy notice to reflect changes in our processes and procedures as well as to comply with changes in the law. When such changes occur, we will revise the "last updated" date at the bottom of this notice. We encourage you to periodically review this notice and to be informed of how Colchester Borough Council is protecting your information.

The privacy notice was last updated on 24/05/18.