



People from Ukraine: sign up to find out information from your area



We are Causeway Coast and Glens Borough Council.



We want to support people from Ukraine who live in our area.

We want to send you information about:



- where you can get help and support. This might be for things like school, work and money

and

- things that are going on in our area





This information will help you take part in your local community.

How we will contact you



We will send you information by email.



If using the computer is difficult, we can contact you by phone or post instead.



To send you information, we need to know things like your name, address and email address.

We call these things your **personal information**.

How we will use your personal information



We will:

- only keep information that we need to contact you



- only contact you to send you information



- keep your personal information confidential and safe

We will only share your personal information:



- if you agree

or



- if the law says we need to share it with someone

Your rights



The law says you have rights when we keep information about you.



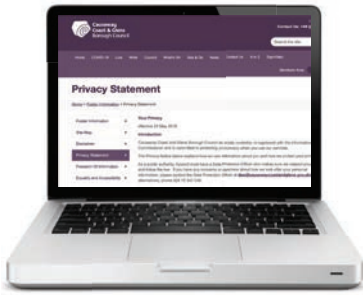
You can ask us to change your information to keep it up to date. We will delete the old information.



You can ask us to delete information we have about you at any time.



To ask about your rights, you can email us at:
**community.development@causeway
coastandglens.gov.uk**



You can find more information about your rights in our privacy policy:
www.causewaycoastandglens.gov.uk/footer-information/privacy-statement



If you have any questions about how we look after your information, you can contact us:



By phone:
028 7034 7034



By email:
dpo@causewaycoastandglens.gov.uk

If you are unhappy



If you are not happy about how we use your personal information, you can **complain**.

Complain means telling us you are not happy.



You can complain to the **Information Commissioner's Office**.

It is called the **ICO** for short.



The **ICO** check that we are looking after information in the right way.



You can contact the ICO on their website:

www.ico.org.uk



Contact us

If you have any questions or you need help reading this leaflet, you can contact us:



By phone:

028 7034 7032



By Textphone:

028 7034 7056



By email:

**Community.Development@causeway
coastandglens.gov.uk**



Form



If you want us to send you information about what is going on, tick this box.

Contacting you by email



Tick this box if we can contact you by email.



If you ticked the box please tell us your **email address**:

Contacting you by post



Tick this box if you want us to contact you by post.



Tell us your **address** in Northern Ireland:

Contacting you by phone



Tick this box if you want us to contact you by phone.



Tell us your **phone number**:



Now sign this form to tell us that you agree we can send you information.

Your name:



Sign your name:



Today's date:



You can send the form back to us:



By email:

**community.development@causeway
coastandglens.gov.uk**



By post:

**Causeway Coast and Glens Borough
Council
Community and Culture Services
FREEPOST BEL570
66 Portstewart Road
COLERAINE
BT52 1EY**



You do not need to put a stamp on
the envelope.