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Other third party organisations such as Citizens Advice, care agencies, care home providers and other professional carers

Information will only ever be shared when it is strictly necessary to help us provide effective services and you may have the right to refuse. We will not pass it onto any other parties unless required to do so by law or in all reasonable circumstances the disclosure is fair and warranted for the purposes of processing or subject to a data protection exemption.

We have specific data sharing agreements in place with local agencies and sometimes the law requires that we may have to pass your details on to a third party, for example, to prevent crime.

## How long we will hold your information

The standard record retention for accounts receivable and payable records is 6 years from the end of the financial year to which they relate.

However, there are also a range of other retention periods affecting different types of information and service needs depending on the type of information and service. More information about our retention periods can be found in our [summary Disposal Schedule](#).

Please note stated retention periods may be subject to any legal holds imposed under the Inquiries Act 2005 that may concern the information and override standard retention periods.

## Your information rights

You are entitled to a copy, or a description, of the personal data we hold that relates to you, subject to lawful restrictions. Please go to our [Make a Data Protection Request webpage](#) to find out how to make a request.

You may be entitled to rectification, restriction, objection, and erasure of your personal information depending on the service and legal basis. Please in the first instance contact [FinancialQueries@worcestershire.gov.uk](mailto:FinancialQueries@worcestershire.gov.uk) to exercise these Information Rights or call the main Worcestershire Di4 (i)3 (r)4 (t)-(ma)4irioan(a)-6 (l)2 (co)4 (n)4 (t)-2 (a)4 (ct )-4 (t)- (re)4 (l)e (b)4 (

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