

Service Area: Lifelong Disability
Directorate: Childrens & Adults
PN-148

02/2021

Short Breaks Privacy Notice

Short breaks are specialist services for disabled children, young people and their families, to support caring and promote positive activities. They provide opportunities for disabled children and young people to spend time away from their carers to play and socialise.

Opportunities include day, evening, overnight or weekend activities, in the child's own home, the home of an approved carer, or in a residential or community setting. They may include youth groups, weekend activities and school holiday clubs; and/or one-to-one 'befriending' support to enable disabled children and young people to access local parks, shops, libraries etc.

Disabled children, young people and their family choose the services they wish to access. In many cases, they will already be receiving services from the provider of those services who will already hold personal information about the family. In cases where the family want to receive services from a provider who is new to them, the Council will refer the child, young person and their family to the provider.

At point of referral, Nottingham City Council will disclose some or all of the following information:

- the child or young person's name
- the name of parent or guardian,
- contact details of parent or guardian,
- date of birth of child
- general support needs and severity of need of the child or young person, including health and care needs, health information, medical condition or diagnosis.

The basis under which the Council uses personal data for these purpose is that this is necessary for the performance of a task carried out in the public interest by the Council or in the exercise of official authority vested in the Council.

The Council also processes special categories of personal data (e.g. medical or health data) for the same purposes as set out above. Information in this category is used by the Council on the basis that such use is necessary for reasons of substantial public interest.

All categories of data are processed in accordance with the provisions of the GDPR 2016, the Data Protection Act 2018, UK GDPR 2020 and other relevant legislation, e.g. The Childrens Act 1989, etc.

You can find further information about the functions of the City Council and the legal basis on which information may be used at <http://www.nottinghamcity.gov.uk/privacystatement> .

The Data Controller is Nottingham City Council, Loxley House Station Street Nottingham NG2 3NG.

The Data Protection Officer is Naomi Matthews. You can contact the Data Protection Officer at the above address or email to: data.protection@nottinghamcity.gov.uk .

The data protection law known as the General Data Protection Regulation provides for the following rights:

- A right to request a copy of your information
- A right to request rectification of inaccurate personal data
- A right to request erasure of your data (known as 'the right to be forgotten')
- A right to request restriction of processing (in certain circumstances)
- A right in circumstances to request portability of your data to another provider (in certain circumstances)
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making, including profiling.

If you are unhappy with a decision regarding the handling of your data, you have the right to complain to the Information Commissioners Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Also see the Information Commissioners website at the page on <https://ico.org.uk/your-data-matters/> .