

**Occupational Therapy and Adaptations Agency
Adult Social Care
Children and Adults**

Date: January 2019

Nottingham City Council (NCC) Occupational Therapy Service and Adaptations Agency use information provided by you to undertake assessments within your home to look at the difficulties you may be experiencing, and at a range of options to increase your independence and wellbeing. This may include providing equipment and minor adaptations, facilitating more major adaptations, or signposting to other services. The basis under which the Council uses personal data for this purpose is that this it 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 information provided by you may include several categories of personal data such as racial or ethnic origin, date of birth, marital status, and medical information. Information in these categories is used by the Council on the basis that such use is necessary for reasons of substantial public interest, and in accordance with the provisions of the Data Protection Act 2018, and other relevant legislation. For example The Care Act 2014, Housing Grants, Construction and Regeneration Act 1996, which incorporates the Disabled Facilities Grant.

You are not obliged, either by statute or by contract, to provide the information that is requested here.

To enable us to do our job, and deliver an effective service, we do need to record and share certain information. The minimum amount of information necessary to provide this service is used.

The main organisations and partners are British Red Cross (ICELES) equipment and minor adaptations service, NHS hospital and community services, Nottingham City Homes (NCH), NCH home link, housing associations, NCC/NCH assistive technology, relevant Voluntary Sector Organisations, and specialist contractors and companies.

If you are applying for a Disabled Facilities Grant to fund adaptations, you will provide additional personal and financial information to the Adaptations Agency. To prevent and detect fraud, these details may be shared with other organisations that handle public funds, but will not be shared with the contractor engaged to carry out the adaptations.

Photographs of your property may be useful to aid conversations about how we may best solve a particular problem in relation to the provision of equipment or an adaptation. We will ensure, as far as reasonably possible, that nothing within the photograph allows identification of yourself or your property, and your verbal consent will be gained should a photograph be useful.

It may be useful to discuss aspects of the assessment and outcomes with your family or friends. We will ask you if there is anyone you particularly wish for us to speak to, or anyone whom you specifically do not wish information to be shared.

Where there is a legal requirement e.g. safeguarding, for NCC to process your information, consent will not be sought, nor will it be withdrawn or restricted. If this is the case this will be explained to you, where it is safe and appropriate to do so.

The information that you have provided will be kept for up to 20 years. Some information relating to disabled children may be kept for up to 75 years. This information can be found at <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

The information provided by you may also be used for the purpose of any other function carried out by the Council. Information about these functions and the legal basis on which information is used for them can be found at <http://documents.nottinghamcity.gov.uk/download/5939> .

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 at data.protectionofficer@nottinghamcity.gov.uk .

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

- 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 in certain circumstances to request restriction of processing
- A right in certain circumstances to request portability of your data to another provider
- A right to object to processing of data in certain circumstances
- A right regarding automated decision making including profiling

Please note that if you are unhappy with a decision regarding the handling of your data you have the right to complain to the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. See also the Information Commissioners website at <https://ico.org.uk/your-data-matters/> .

For more information about these rights please refer to our detailed privacy statement at <https://www.nottinghamcity.gov.uk/privacy-statement> .