

Privacy Notice for Adult Social Care



Nottingham City Council Information Compliance

Service Area: Adult Social Care
Directorate: Children and Adults
PN-288

May 2023

Adult Social Care are part of Nottingham City Council, who are the data controllers for the personal data (or personal information) that we process about you. When we process personal information relating to you, we will only do so when it is necessary and where we have a lawful reason to do so. We will use the information provided by you for several reasons, depending on the service or reasons for interacting with you.

This includes:

- Undertaking our statutory duties in assessing, commissioning, and providing services to adults with health and social care needs
- Commissioning and review of services
- Adult Safeguarding
- Financial assessments
- Monitoring of service provision
- Processing financial transactions
- Prevention and detection of crime
- Research purposes
- Strategic planning and improvement Collaborative healthcare solutions (such as the Care Centric Health Portal and E-Health scope) that deliver direct care to citizens

When we process your personal information, we will comply with data protection legislation and enable you to exercise your rights contained within the legislation.

What personal information will the Council process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to your: (this may include all, or some of the following, depending on the service).

- Your name, DOB, address and contact details and all your social care needs, details of any equipment

The information we process about you may include the following 'special categories of personal data':

- Race or Ethnic origin
- Religious beliefs
- Physical or mental health
- Sex life (including sexual orientation)
- Genetic and biometric data

Lawful basis for processing

The basis under which we use your personal information for these purposes 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. This is a result of the powers or duties contained in:

- The Health and Social Care Act 2012
- The Health and Social Care (Safety and Quality) Act 2015
- The Care Act 2014
- • The Mental Capacity Act 2005
- • The Mental Health Acts 1983 and 2007
- The Local Accountability & Audit Act 2014
- Chronically Sick and Disabled Persons Act 1970

The condition under which we process 'special categories of personal data' is that such use is for reasons of substantial public interest, and in accordance with the provisions of the and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018. The information being processed may also include personal data relating to criminal offences. The condition under which this information is processed is for safeguarding of individuals at risk.

Will my information be shared with other organisations or used for other purposes?

The Council will only share your personal information with other departments within the Council, and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. The Council may also share your information when we are obliged to by law. In relation to this service, the Council may share your personal information with:

- The Police
- The Courts

- Nottingham City Care
- Nottingham University Hospital Trust (NUH)
- Other local Health agencies
- General Practitioners
- Other Local Authorities
- Providers of case management systems and portals used
- Care Quality Commission
- Domiciliary, Residential, Nursing Home and Day Care Providers
- Transport Providers
- Safeguarding Boards
- Nottingham Revenues & Benefits Limited
- The Cabinet Office
- Agencies or providers when outsourcing work for the purpose of completing care assessments

The information may also be used for the purpose of any other function carried out by the Council. This may include sharing your information across the Council, or with external organisations. Information about these functions and the legal basis on which information is used for them can be found at <http://www.nottinghamcity.gov.uk/privacy-statement/> . The information will only be used for another purpose where it is lawful to do so.

Do I have to provide the information?

You may not be obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data we may not be able to provide you with adult social care services.

How long will the Council retain the data for?

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. 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 Council publish an Information Asset Register (IAR), this will outline the retention periods for the personal data we process. You can find this IAR on our website <https://geoserver.nottinghamcity.gov.uk/information-asset-register/>

Information Rights

The UK 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

However, Nottingham City Council can restrict the above rights in certain circumstances for example to avoid obstructing an investigation, avoid prejudicing the prevention, detection, investigation or prosecution of criminal penalties or to protect the rights and freedoms of others.

Further Information

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

Data Protection Officer

The Data Protection Officer is Naomi Matthews. You can contact the data protection officer at:

Loxley House,
Station Street,
Nottingham,
NG2 3NG

or at data.protectionofficer@nottinghamcity.gov.uk .

Information Commissioner’s Office

The Information Commissioner’s Office (ICO) website provides guidance on data protection and privacy matters, you can visit the website at www.ico.org.uk. You also have the right to complain to the ICO if you consider that the Council have processed your personal data incorrectly or that we have breached our obligations to you. You can contact the ICO at:

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Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF www.ico.org.uk