

Privacy Notice for Notts. Shared Care Record Adult Social Care



Nottingham City Council Information Compliance

Service Area: Adult Social Care
Directorate: Adults and Health
PN-409

August 2025

The **Adult Social Care Dept** 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:

- Making sure that doctors, nurses and healthcare members of staff involved in your care have correct and up to date information, to look at your health and decide on the right care for you,
- Health and care staff have information they need to be able to look at and improve the quality and type of care you receive,
- Your concerns and worries can be properly investigated if a complaint is raised,
- The right information is available if you see another doctor or are referred to a specialist or another part of the NHS and Social Care.
- To ensure you are discharged from hospital as quickly as possible, with the support you need to go home.

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).

- Basic details about you such as name, address, date of birth, next of kin etc.
- Contacts we have had such as appointments or clinic visits
- Notes and reports about your health, treatment and care
- Results of x-rays, scans and laboratory tests
- Information about your assessed care needs,
- Relevant information from people who care for you and know you well such as health professionals and relatives.

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 or sexual orientation

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 NHS Act 2006
- The Social Value Act 2012

- The Health and Social Care Act 2012
- Care Act 2014
- The Health and Social Care (safety and Quality) Act 2015
- The Mental Health Capacity Act 2005
- Mental Health Act 1983, 2007
- Local Safeguarding Childrens & Adults Boards Regulations 2006 (SI 006/90)
- Local Government Acts 1972, 2000, 2004
- The Localism Act 2011, s.1

The condition under which we process 'special categories of personal data' is that such use is 'necessary for reasons of substantial public interest for public health and social care' and in accordance with the provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

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:

- Nottingham University Hospitals (NUH)
- Sherwood Forest Hospitals Trust (SFHT)
- Nottinghamshire Healthcare Trust (NHC)
- Nottinghamshire County Council (Notts. CC)
- Nottingham City Council (NCC)

- GP Surgeries in Nottingham and Nottinghamshire
- CityCare
- NEMS
- Primary Integrated Care Services (PICS)
- EMAS
- Derbyshire Health United (DHU 111)
- Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust

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 are not obliged by statute or contract to provide the information that is specified here. However, if we were not able to process your personal data, it may mean that the delivery of your care or treatment is more difficult.

How long will the Council retain the data for?

The information that you have provided will be kept for 6 years after closure of your case with NCC Adults Social Care Dept. Exceptions to this are for instances of Safeguarding, DoLS, Mental Health Act Assessments or information relating to the Disability Register. These will be retained for 20 years after case closure or 115th Birthday in the case of Disability Register and in accordance with ASC Retention policy lodged within NCC Information Asset Register.

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://www.nottinghamcity.gov.uk/your-council/about-the-council/access-to-information/information-request/>. You can find the IAR at the bottom of the website under the banner “Nottingham City Council’s 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.

Data Protection Officer

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:

Wycliffe House,
Water Lane
Wilmslow,
Cheshire
SK95AF

www.ico.org.uk

Further Information

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