

Service Area: Adult Social Care
Directorate: Children and Adults
PN-295

March 2023

The Nottingham City Safeguarding Adults Board (NCSAB) and its sub-groups exist to safeguard adults at risk in Nottingham from harm and abuse by effectively working together. It is made up of the following separate data controllers: Nottingham City Council – Adult Social Care, Nottinghamshire Police, Nottingham and Nottinghamshire ICB

They are the data controllers for the personal data (or personal information) that they process about you. When they work together as NCSAB to process personal information relating to you, they will only do so when it is necessary and where they have a lawful reason to do so. They will use the information provided by you to:

- **Undertake statutory duties to carry out Safeguarding Adult Reviews (SAR)**

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

What personal information will you process?

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above will relate to the SAR you are involved in and will include:

- Name and contact details of citizen who is subject of the SAR
- Any circumstances of deaths or incidents of harm which relate to you or other living individuals
- Your name and contact details if you are taking part in a SAR

- Details of the citizens relationships, including children, partners and other family members, their involvement and interactions with citizen who is subject of the SAR

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)

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 sections 42 to 44 of the Care Act 2014 and other relevant provisions.

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?

Members of the NCSAB will share your personal information with each other and with other organisations when it is necessary to provide the services to you, and when we have a lawful reason to do so. They may also share your information when we are obliged to by law. In relation to SARs, they may share your personal information with:

- The Courts
- Nottingham City Care
- Framework
- Nottingham University Hospital Trust (NUH)
- Other local Health agencies
- General Practitioners
- Care Quality Commission
- Domiciliary, Residential, Nursing Home and Day Care Providers

- Nottingham City Housing
- Third Sector/Voluntary sector organisations

Once the SAR author has finished their report it is usually published on the SAB's public website. However, to protect individuals, a redacted summary may be published, or the decision made not to publish a report at all. If you are an individual being consulted as part of a SAR you will be shown a draft version beforehand to comment upon.

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 12 years. Some information relating to Safeguarding Investigations 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

The data controllers 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.

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 of Nottingham City Council 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:

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