

**Privacy Notice**  
**Nottingham City Keyworker**  
**Service**

**Whole life Disability**  
**Peoples**

**PN- 0296**



**Nottingham City Council**  
**Information Compliance**

**March/2023**

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### **Nottingham City Keyworker Service**

The Nottingham and Nottinghamshire Clinical Commissioning Group (CCG) has commissioned the Keyworking Service within Nottingham City Council to work across organisations in Nottinghamshire to review and understand all care plans for all patients subject to the Dynamic Support Register (DSR).

The Dynamic Support Register reviews the cases of children and young people (CYP) with a primary diagnosis of Learning Disability, Autism or both who are at risk of hospitalisation or placement breakdown. The Keyworking Service will review discharge planning as a means of reducing any potential risk within the community and prevent further hospital admission.

NCC's Keyworking Service staff will only access information necessary, relevant and proportionate to assist them in making decisions around organising support for patients subject to the DSR.

### **What personal information will the Council process?**

In order to fulfil their remit to support an individual's continuous care, the Keyworking Service will access Education Health and Care plans and social care plans held by the Council and patient information held by Nottinghamshire Healthcare NHS Foundation Trust.

### **Lawful basis for processing**

The legal basis upon which the Keyworker Service will access information is that it is necessary for the performance of a task carried out in the public interest.

The condition under which the service processes 'special categories of personal data' is that such use is necessary for reasons of substantial public interest in order to provide health or social care or treatment.

### **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:

- Other organisations involved in the direct and continuing care of individuals referred to the Dynamic Support Register.

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.

### **How long will the Council retain the data for?**

The Council will keep the information that you have provided for 75 years in line its retention schedule in the Council's Information Asset Register.

The Council publish an Information Asset Register (IAR), which outlines 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.

### **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](mailto: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](http://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](http://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> .