

Privacy Notice for Trusted Assessors in Adult Social Care



**Nottingham City Council
Information Compliance**

**Service Area: Adult Social Care
Directorate: People
PN-0292**

03/2023

The Trusted Assessor project

The Trusted Assessor Project proposes that Nottingham Healthcare Foundation Trust employed social workers undertake social care assessments on behalf of the council. The assessments will focus on individuals, whom Nottingham Healthcare Foundation Trust will contact during their day to day operations work. Nottingham Healthcare Foundation Trust staff will share the social care assessment information they collect with the council's social care service.

In certain circumstances, the council's social care service may make a referral to Nottingham Healthcare Foundation Trust if they identify an individual whom they think would benefit from an assessment. In these cases, the council's social care staff will provide personal details like name, age, etc. about the individual to Nottingham Healthcare Foundation Trust.

What personal information will the Council process?

On behalf of the Council, Nottinghamshire Healthcare Foundation Trust will undertake social care assessments of individuals. The information they collect for the assessment will relate to your: (this may include all, or some of the following, depending on the service)

- First name

- Surname
- Address
- Gender
- Physical and mental health needs
- Personal circumstances (including family/other relationships, financial position, etc.)
- Ethnicity
- Religion

Lawful basis for processing

The basis under which the Council uses personal data for these purpose 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.

The Council also processes special categories of personal data (e.g. medical or health data) for the same purposes as set out above. Information in this category is used by the Council on the basis that such use is necessary for reasons of substantial public interest.

All categories of data are processed in accordance with the provisions of the UK GDPR, the Data Protection Act 2018 and other relevant legislation. This is a result of the powers or duties contained in:

- The Care Act 2014, etc.
- Section 1, Localism Act 2011
- Local Government Act 1972

The condition under which we process 'special categories of personal data' is that such use is necessary for reasons of substantial public interest in order assess the social care needs of vulnerable individuals 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 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.

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 information that you have provided will be kept by the Council for 6 years (subject to review) in line with its retention schedule in the Information Asset Register.

The Council publish the Information Asset Register (IAR); this 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 .

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> .