

## Privacy Notice for Out of Hospital Project

**Nottingham City Council  
Information Compliance**

**Service Area:** Housing Strategy & Partnerships  
**Directorate:** Growth & City Development  
**PN-271**

**June 2022**

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As part of the Out of Hospital project partnership, Nottingham City Council, Nottinghamshire County Council, Evolve Housing Association and the NHS Clinical Commissioning Group share information in order to provide safe, suitable support to service users discharged from a Nottingham University Hospital setting. We are data controllers for the personal information that we process about you and 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 a number of purposes, depending on the service or reasons for interacting with you. This includes:

- Enabling a license agreement to be set up between you and Evolve Housing Association as the support provider and landlord
- Allowing you to participate, discuss and engage in developing a personalised support plan
- To develop and increase the engagement and support options available to you, such as assisting with accessing available services e.g. Universal Credit, health services, support services, wellbeing and other services as agreed
- Work to seek long term housing solutions and working with relevant landlords and housing partners

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 partners process?**

The information that we collect about you to fulfil the purposes, objectives, or to deliver the services outlined above relates to your:

- Full Name
- DOB
- National Insurance Number
- Any associated persons
- Any involvement with social care
- Rough sleeping history if relevant e.g. behaviour at previous accommodation
- Personal financial information
- Eligibility for relevant benefits

The information provided by you may include the following ‘special categories of personal data’:

- Race or Ethnic origin
- Political opinions
- Religious beliefs
- Physical or mental health

### **Lawful basis for processing**

The partners are processing personal data for the purposes of carrying out a public task namely to provide accommodation-based support for service users discharged from a Nottingham University Hospital under Section 8 DPA 2018, Article 6(1)e UK GDPR and other following legislation and guidance:

- The Homelessness Reduction Act 2017
- The Localism Act 2011
- Housing Act 2004
- The Care Act 2014
- [The Government’s Rough Sleeping Strategy](#)

The condition under which we process ‘special categories of personal data’ is that such use is necessary for reasons of substantial public interest in accordance with the

provisions of the UK General Data Protection Regulation and the Data Protection Act 2018.

The information provided by you may also include personal data relating to criminal offences. The condition under which this information is processed is for statutory reasons of public interest under Section 8 DPA 2018.

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

We will only share your personal information 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 obliged to by law.

In relation to this initiative, information will be shared between the following organisations:

- Evolve Housing Association (Landlord & Support provider)
- Nottingham City Council & Nottinghamshire County Council (Statutory duty to assess)
- Evolve Housing Association (Support agency)
- NHS Clinical Commissioning Group (Medical purposes)
- Department of Health & Social Care (Monitoring Purposes)

The information provided by you may also be used for the purpose of any other function carried out by the Council or partners. 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 to provide some of the information that is specified here.

**How long will my data be retained for?**

The information that you have provided will be kept for as long as is strictly necessary for the purposes of providing a respite care service to you and subsequent housing and support.

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.

### **Data Protection Officer(s)**

The Data Protection Officer contacts are as follows:

<b>Nottingham City Council</b>	Loxley House, Station Street, Nottingham NG2 3NG <a href="mailto:Data.protectionofficer@nottinghamcity.gov.uk">Data.protectionofficer@nottinghamcity.gov.uk</a>
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<b>Evolve Housing Association</b>	Unit 46, Lenton Business Centre, Lenton Boulevard, Nottingham, NG7 2BY
<b>Nottinghamshire County Council</b>	Nottinghamshire County Hall, Loughborough Road, Nottingham, NG2 7QP
<b>NHS Clinical Commissioning Group</b>	Sir John Robinson House, Sir John Robinson Way, Arnold, Nottingham, NG5 6DA

### **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> .