

READING BOROUGH COUNCIL

Adult Social Care Data Privacy Notice

<p>The identity and contact details of the company Reading Borough Council, Directorate of Adult Care & Health Services</p>
<p>Contact details of the Data Protection Officer Ricky.gill@reading.gov.uk</p>
<p>What Personal Data is held?</p> <p>Personal information such as Name, Date of Birth, Address, Telephone number, Email address Contact details for members of your family and support network Photographs Gender Any additional need information Information about your racial, ethnic origin, religious or philosophical belief and your sexual orientation Medical information Assessment outcomes Young carer details Information about your finances, e.g. bank details, income, benefits Criminal Records</p>
<p>How will the data be stored?</p> <p>In secure electronic management database systems, spreadsheets stored on internal secure folders and accessed on secure encrypted laptops. All data is stored on secure servers.</p>
<p>What is the legal basis for the collection, use and storage of the data?</p> <p>Data collected is required under the Under the Care Act 2014, Children's Act 2006/2016 and Mental Capacity Act, Mental Health Act 1983 (Amended 2007) As required by the DOH CQC inspection requirements Finance Assessment and Benefits framework</p> <p>Data collected is used to:</p> <ul style="list-style-type: none">• enable us to carry out specific functions for which the local authority is responsible• derive statistics to fulfill our statutory duties and returns and inform decisions such as spending forecasts• assess performance, set targets and improve services

Give details of how long the data will be stored and criteria used to determine this?

Please follow this link for information on how long the data will be stored:
http://www.reading.gov.uk/media/10406/Adult-care-data-retention/xls/Copy_of_HealthSocialCare.xlsx

Who will it be shared with and for what purpose?

Department for Health
National Health Service
CCG
CQC
Schools and Higher education
Courts
Police
Housing
Local Safeguarding Adult Board
Other partner agencies if/when required

Information will be shared due to statutory requirements, legal obligations, progress monitoring and tracking to determine service delivery
Information will be shared internally if required for better performance and efficiency of Council services and the welfare of individuals and their carers.

If you are receiving support from adult social care then the NHS may share your NHS number with Adult Social Care. This is so that the NHS and adult social care are using the same number to identify you whilst providing your care. By using the same number the NHS and adult social care can work together more closely to improve your care and support.

Your NHS number is accessed through an NHS service called the Personal Demographic Service (PDS). Adult social care sends basic information such as your name, address and date of birth to the PDS in order to find your NHS Number. Once retrieved from the PDS the NHS Number is stored in the Council's adult social care case management system.

In terms of the Data Protection Act 2018 the Council is both the Data Controller and the Data Processor.

The NHS Number is a unique identifier that will allow us to use it in an integrated care record system across a number of support services including GP's, hospitals, community matrons, district nurses and social care practitioners for the provision of direct care.

The Council will share information only to provide health and social care professionals directly involved in your care, access to the most up-to-date information about you. It will do this by sharing appropriate information between health and social care services at the time of patient contact. Access to information is strictly controlled, based on the role of the professional. For example, social workers will only have access to information that is relevant to the execution of their care duties.

The addition of the NHS Number to social care data will bring additional benefits:

- Better coordinated and safer care across health and social care enabled

<p>through the sharing of real-time information.</p> <ul style="list-style-type: none">• Better coordination of discharges from hospital into social care.• More time to spend on planning and coordinating social care because health staff can identify and involve social care staff earlier in the process.• Earlier intervention to maximise the opportunities or re-ablement services leading to greater independence for patients.• Less paperwork and more efficient use of social care resources. <p>You have the right to object to the processing of your NHS Number in this way. This will not stop you from receiving care, but will result in the benefits outlined above not being realised. To help you decide, we will discuss with you how this may affect our ability to provide you with care, and any other options you have.</p> <p>If you wish to opt-out from the use of your NHS Number for social care purposes, please talk with your social worker, by contacting us on 0118 937 3747 or email to CSAAdvice.Signposting@reading.gov.uk</p>
<p>How can the service user get access to it?</p> <p>Subject Access Request can be made by following the link: www.reading.gov.uk/dataprotection</p>
<p>State whether any data is to be transferred outside the EU?</p> <p>No</p>
<p>Is processing based on consent?</p> <p>Where consent is required this will be sought. However some data is required based on statutory requirements, where no consent is required.</p> <p>Where application the right to withdraw consent at any time will be applied except in the case of statutory requirements.</p> <p>You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:</p> <ul style="list-style-type: none">• It is no longer needed for the reason why it was collected in the first place• You have removed your consent for us to use your information and we do not have to keep your information for legal reasons <p>If we have shared your personal information with others, we will do what we can to make sure those using your personal information comply with your request for erasure.</p> <p>We may not be able to delete your personal data if it is needed for legal reasons, for reasons of public health, public interest or for medical purposes.</p>
<p>What other rights does the service user have that we have to make known to them?</p> <p>Under GDPR you have rights which you can exercise free of charge which allow you to:</p> <ul style="list-style-type: none">• know what we are doing with your information and why we are doing it• ask us to correct any mistakes in the information we hold about you• object to direct marketing

- make a complaint to the Information Commissioner's Office

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

State if there will be any automated decision making

No