

Privacy Notice (How we use your information)

Extra Care Housing Scheme Management, Care and Support at Meadow Green, Woodland Court, Sandy Mount

Extra Care Housing is a housing and care solution which may be available to you if you meet certain eligibility criteria. If you qualify, it offers you secure and affordable housing in your own self-contained flat/apartment and access to communal facilities. There will be onsite manager and a care team to meet your housing and care needs.

The categories of information that we collect, process, hold and share include:

- name, date of birth, address and contact details
- Your Carefirst number (this is a number which identifies you on our database)
- your next of kin or family carer
- personal circumstances to enable assessment of eligibility and delivery of services
- characteristics to enable delivery of services (gender, ethnicity, language, religion, disability, sexual orientation)
- assessment information
- social care needs
- hazards/risk information about you or others around you
- financial information
- NHS number
- Medical information
- GP

Why we collect and hold this information

We use this personal data in order to:

- Assess whether you are eligible for extra care housing
- Assess your care needs and provide you with the support you require to meet your needs
- Assess your financial eligibility and any contribution towards the service
- Ensure service quality
- Assess and improve our performance

The lawful basis on which we use this information

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information is:

6(1)(c) We have a legal obligation.

This legal basis is underpinned by acts of legislation that dictate what actions can and should be taken by local authorities. This includes, but may not be limited to:

- Care Act 2014
- Health and Social Care Act 2015

In order to do this work, we also need to collect some special category data. This is personal data that needs more protection because it is sensitive. Under Article 9 of the UK General Data Protection Regulation (UK GDPR), the lawful basis we rely on for processing special category information is:

9(2)(h) Health or social care (with a basis in law) –

This special category data, such as your ethnicity or religious beliefs is collected to ensure we are providing social care services that are appropriate to you.

How we store your personal information

Your information is safely stored on Kirklees Council's secure network drive and database, and for no longer than reasonably necessary.

We also ensure that only officers with a legitimate reason to access your information have permission to do so.

We will hold your information in line with our Kirklees Adult Social Care Retention Schedule 05 which means that we hold it for 8 years after the end of the year of the death of the individual or service provision ceased.

It will then be securely destroyed

Who we may share your information with

We need to share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required. We share your information with;

- Radis Community Care if you want to live or do live at Meadow Green or Woodland Court extra care schemes
- Community Integrated Care if you want to live or do live at Sandy Mount extra care scheme.

We share the information to enable you to effectively receive your care and support service in your extra care accommodation.

We may share this information with:

- Other services within Kirklees Council such as the Specialist Accommodation Allocations Panel which allocates flats and Client Financial Affairs for invoicing purposes
- Other partners such as health providers.

We do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Your data protection rights

Under data protection law, you have a number of rights, including the right to have your records rectified and the right to ask for access to all the information the Council holds about you. These rights are listed in more detail on [Kirklees Council's data protection rights page](#).

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at Data.protection@kirklees.gov.uk if you wish to make a request.

Further information

If you would like further information about how we manage your data, please see the [Kirklees Council privacy notice](#).

If you would like further information about this privacy notice, please contact:
ContractMonitoringUnit ContractMonitoringUnit@kirklees.gov.uk

If you have any worries or questions about how your personal data is handled, please contact the Data Protection Officer at DPO@kirklees.gov.uk or by ringing 01484 221000.

You can also complain to the ICO if you are unhappy with how we have used your data. You can contact the ICO via the ['Contact us' page on their website](#), or by ringing 0303 123 1113.