

Privacy Notice (*How we use your information*)

Matching NHS numbers to Social Care records

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

- Personal information (*name, address, gender and date of birth*)

Why we collect and hold this information

We use this personal data in order to:

- Provide you with Social Care/ Community/ Health services;
- Enable us to carry out specific functions for which we are responsible;
- Assess the quality of our services;
- Evaluate and improve our performance;
- Derive statistics which inform decisions about future delivery of services.

The lawful basis on which we use this information

We collect and process information about you under

Article 6(1)(e) performance of public task - delivery of social care.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary. We will hold it for the lifetime of the individual (*to enable direct care as required*), plus 10 years (*to derive statistics which inform decisions about future delivery of services*)

Who we share this information with

The personal information we collect (*name, address, and date of birth*) is sent to NHS Digital's Personal Demographic Service (*PDS*) to trace against the NHS Number.

We then routinely share this information based on the direct care focused needs of the individual:

- Other services within Kirklees Council eg, Special Educational Needs
- Other partners directly involved in aspects of the individuals care eg Health or Community Care

Why we share this information

Other than described above, we do not share personal information about you with anyone else without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy

If you would like further information about this privacy notice or how your personal data is handled, please contact: Murray Forrest murray.forrest@kirklees.gov.uk

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