

## **Privacy Notice (How we use your information)**

### **Adult Social Care and Community Plus**

#### **The types of information that we collect, hold, use and share include:**

- personal information (including your name, date of birth and address)
- information on people close to you (including family, carers)
- characteristics (such as gender, ethnicity, language, religion and disability)
- personal circumstances to enable assessment of eligibility for services
- assessment information
- social care needs
- hazards/risk information about you or others around you
- financial information
- NHS number
- Medical information

#### **Why we collect and hold this information**

We use this personal data in order to:

- Assess your care needs
- Provide you with the support you require to meet your needs
- Know we are delivering care to the right people
- Enable us to carry out specific functions for which we are responsible
- Assess your financial eligibility for services
- Deliver a range of preventative services, information and signposting
- Ensure service quality
- Assess and improve our performance
- Collect information to let us plan future delivery of services

#### **The lawful basis on which we use this information**

Sometimes we will collect and process information about you as we have a legal obligation and statutory duty to provide social care to adults in certain circumstances. For example, we have a legal responsibility to provide some services to you, such as to protect you from abuse.

The key areas of legislation that direct us to collect and use your information are as follows:

- **The Care Act 2014.** Our general duty to promote an individual's well-being and safety.
- **Mental Capacity Act 2005.** Our responsibilities when acting and making decisions on behalf of adults who lack the capacity to make particular decisions for themselves.
- **Mental Health Act 2007.** Describes our duties when detaining (holding) and treating people with a mental disorder.
- **Children Act 2004.** Our general duty to support all children's welfare and education under the statutory authority of a local Director of Children's Services.

## **Storing this information**

We will hold the information about you securely, and for no longer than reasonably necessary.

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

We will hold your information in line with our Records Management Policy in order to ensure we only keep your information for as long as it is needed. It will then be securely destroyed.

## **Who we share this information with**

From time to time we may need to share your information with other companies or agencies to ensure you receive appropriate care and support. These include:

- Private and independent providers who will deliver your care, such as Home Care Providers
- Internal sections of the Council who will provide you with other services such as financial support, housing support and Children's services
- Health care agencies (such as NHS Clinical Commissioning Groups, GP surgeries etc.
- Carers to support with delivering your medical and health care
- The Local government Ombudsman who may investigate your complaints
- Legal bodies, such as The Court of Protection for court proceedings
- Statutory agencies such as the Care Quality Commission, police, ambulance services etc

## **Why we share this information**

We will only share your information to provide health and social care services. We will only share the minimum that is needed to deliver the relevant service. Sharing your information with our Health partners and the use of joined up information across health and social care brings many benefits. The linking of social care and health information will help hospital staff quickly identify if social care support is already in place and who the most appropriate contact is. Ongoing care can be planned earlier in the process, because Health staff will know who to talk to.

We do not share personal information about you with anyone without your permission unless the law and our policies require us to do so. For example, if we consider that safeguarding questions arise about you, we may share relevant data with appropriate partners to ensure your protection and wellbeing is maintained.

## **Access to your information**

Your information rights are set out in law. You have the right to request details of the information we hold about you and also the right to access a copy of the information. Subject to some legal exceptions that would prevent us from supporting you and keeping you safe, you have the right to:

- Have any inaccuracies corrected
- Have your personal data erased
- Place a restriction on our processing of your data
- Object to processing
- Request your data to be ported (data portability)

## Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at <http://www.kirklees.gov.uk/beta/information-and-data/pdf/privacy-notice.pdf>

If you would like further information about this privacy notice, please contact:

**Adult Social Care Customer Services**  
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Huddersfield, HD1 1NF

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