

## Short Breaks Assessment Service Privacy Notice

### Introduction

This privacy notice explains how the Council uses your data to assess the eligibility for, and allocation of, short break packages for children with disabilities.

### Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf.

### What personal data do we use?

- Name and Contact Details
- Age
- Date of Birth
- Gender
- NHS number
- NI number
- Address
- Social Care ID
- Family details
- Parent/carer details
- Emergency contacts
- Lifestyle and social circumstances
- Case file information

### What types of special category personal data do we need from you?

- Racial or ethnic origin
- Social care support outcomes
- Physical and mental health details
- Religious, philosophical or other beliefs of a similar nature

### Why do we use your data?

- For service delivery
- For service planning, training and improvement

### What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority.

Our legal basis for processing your special category personal data is that it is for reasons of substantial public interest.

### **Who may we share your data with or receive it from?**

- NHS agencies (GPs, Hospitals)
- Health organisations
- Welfare organisations
- Voluntary and charitable organisations
- Care Providers
- Residential care/nursing providers
- Service Providers
- Schools & Academies
- Education providers
- Government organisations
- The Police
- Prisons and probation services
- Courts
- Housing associations
- Fire & Rescue services
- Other customers and service users
- Family Members
- Carers and Guardians
- Consultants
- Credit reference agencies
- Financial organisations
- Regulators
- Pension regulators and authorities
- Trade Unions
- The Electoral register
- Research bodies / publications
- Other publicly available sources
- The Disclosure and Barring Service
- Press and media
- Religious organisations

### **May personal data be transferred overseas?**

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards

for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

### **How long is your data kept for?**

This information is held in accordance with the Council's retention schedule – see [here](#).

### **What will happen if you do not provide or we cannot obtain the data needed?**

- We could not process your application and provide the short breaks service to you.

### **Does the service make decisions using fully automated processes?**

No.

### **What rights do you have over this use of your data?**

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 for further details.

### **Contact the Data Protection Officer:**

If you have any concerns about how the Council is using your data, you can contact the Council's Data Protection Officer by writing to:

[DPO@nottsc.gov.uk](mailto:DPO@nottsc.gov.uk)

Or

Data Protection Officer  
Nottinghamshire County Council  
County Hall  
West Bridgford  
Nottingham  
NG2 7QP

Please see the County Council's privacy statement for further information:  
<http://www.nottinghamshire.gov.uk/global-content/privacy>

### **Contact details of the Information Commissioner's Office:**

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached, you have the right to complain to the Information Commissioner's Office at:

[www.ico.org.uk](http://www.ico.org.uk)

Or

Wycliffe House  
Water Lane  
Wilmslow  
SK9 5AF

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