

SERVICE PRIVACY NOTICE TEMPLATE

Direct Payments Privacy Notice

21-01-2019

Introduction

This privacy notice explains how the Council uses your data to process Direct Payments, including for ongoing case management, financial auditing of Direct Payment accounts, and the requesting of Enhanced DBS and Barred list checks for Personal Assistants employed through a Direct Payment.

What personal data do we use?

- Name and Contact Details
- NHS number
- Address
- Other ID numbers
- Family details
- Lifestyle and social circumstances
- Case file information
- Financial 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

We also process data about criminal convictions, criminal offences or related security measures.

Why do we use your data?

- For service delivery
- For service planning, training and improvement
- To prevent and detect crime or fraud
- For historical and statistical research

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

Our legal basis for processing your personal data is it is necessary to perform our public tasks.

Our legal basis for processing your special category personal data is the provision and management of health or social care services

Our legal basis for processing data about criminal convictions, criminal offences or related security measures is it is necessary to perform our public tasks.

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

- We could not process Direct Payments, meaning you would not receive payment.

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
- Government organisations
- The Police
- Prisons and probation services
- Courts
- Other customers and service users
- Family Members
- Carers and Guardians
- Financial organisations
- Regulators
- Pension regulators and authorities
- The disclosure and barring service
- Press and media
- Legal representatives

Does the service make decisions using fully automated processes?

No.

Who will be using your data?

Nottinghamshire County Council will process your data and we may also contract third parties to process your data on our behalf

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 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:

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

Or email: DPO@nottscc.gov.uk

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

Wycliffe House
Water Ln
Wilmslow
SK9 5AF

or via www.ico.org.uk