

## **Protection of Property, Pets and Funeral Arrangements (PoPPFA) Privacy Notice**

### **Introduction**

This privacy notice explains how the Council uses your data if you are eligible for the PoPPFA Service for the following functions:

- Boarding pets of people being cared for away from home
- Storing property for people in hospital or moving into residential care
- Arranging funerals for people if there are no family or friends available to do this
- House clearances of deceased individuals, where there are no family or friends available to do this
- Genealogy tracing to identify if there are any next of kin of deceased individuals
- Arranging joiners and/or locksmiths to attend houses where a forced entry is being made to carry out a Mental Health Act Assessment. They will also make the house secure afterwards

### **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 (e.g. suppliers of business systems such as our Business Management System).

### **What personal data do we use?**

- Name and Contact Details
- Age
- Gender
- Social Care ID
- Family details
- Case file information

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

- Physical and mental health details

### **Why do we use your data?**

- For service delivery
- For statistical and performance monitoring purposes

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

Our legal basis for processing your personal data is that we have a statutory obligation to provide these services.

Our legal basis for processing your special category personal data is substantial public interest – statutory purposes.

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

- Third party service providers, e.g. pet boarding companies, funeral directors, storage companies and genealogists

### **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 meet our legal duties to carry out these services

### **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.

### **National Data Opt-Out**

The National Data Opt-Out was introduced to give you a choice about whether you want your confidential patient information to be used just for your individual care and

treatment or also to be used for research or for the planning of health and care services. To find out more or to register your choice to opt out, please visit [www.nhs.uk/your-nhs-data-matters](http://www.nhs.uk/your-nhs-data-matters). You can change your mind about your choice at any time. If you do choose to opt out your confidential patient information will still be used to support your individual care.

**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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