



## **Notts Care Record (NCR) Privacy Notice**

### **Introduction**

Nottinghamshire County Council is one of the Nottinghamshire health and social care providers that participates in the Notts Care Record. This shared care record enables providers to electronically share your health and social care information, such as hospital and GP attendances, test results, medication and care plans with providers that subscribe to the Notts Care Record.

Health and social care professionals, staff who are supervised by health and social care professionals, and workers managing specific referrals will be able to access this information to better coordinate and provide care to you.

Access is strictly controlled and the shared record is hosted by Interweave in their secure data centre - [www.interweavedigital.com/](http://www.interweavedigital.com/)

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

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

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

- Social care support outcomes
- Physical and mental health details

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

- For service delivery
- To provide direct care to our service users

**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 necessary for the provision and management of health or social care services.

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

We could not provide the most efficient and responsive health or social care services that you need.

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

Everyone working within the NHS and Social Care (within your local authority/council) has a legal duty to keep information confidential. Similarly, anyone who receives information from us has a legal duty concerning your confidentiality. The partner organisations with which we share information are:

- Other NHS Trusts and hospitals that are involved in your care,
- General Practitioners (GPs) utilising GP Connect,
- Ambulance Services,
- NHS111
- Adults' and children's social care services.

You may be receiving care from other sectors as well as the NHS. Therefore, we may need to share information to other agencies about you, so we can all work together for your benefit. We will only do this if they have a legitimate need, or we have your permission. These agencies include:

- Community Pharmacies
- Care Homes
- Hospices
- Social Care Services.
- Education Services.
- Local Authorities.
- Voluntary and private sector providers working with the NHS.
- General Medical Council

We will not provide your information to any other third parties without your permission unless there are exceptional circumstances, such as, if the health and safety of you and others is at risk or if the law requires us to pass on information.

**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 this is 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.

You also have the option to Opt-Out of your information being available within the Notts Care Record. This will be noted within your records so that all staff involved with your care and treatment are aware of your decision. By choosing this option, it may mean that the delivery of your care or treatment more difficult. You can also change your mind at any time about your decision.

### **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

OFFICIAL

Or email: [DPO@nottscc.gov.uk](mailto: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](http://www.ico.org.uk)

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