

## **Shared Lives Carer Privacy Notice**

### **Introduction**

This privacy notice explains how the Council uses your data to operate the Shared Lives service, including for the recruitment of shared lives carers, providing support to carers and ongoing case management.

### **Who will be using your data?**

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

If you apply for a Shared Lives Carer role with Nottingham City Council, the City Council will be the data controller for your data which is provided for that purpose. The City Council have their own privacy notice for their Shared Lives service, and this is available [here](#).

If you apply to become a Share Lives Carer for both the County Council and Nottingham City Council, your application data will be shared with the City Council, and both authorities will be independent data controllers, for managing your data.

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
- Address
- NI number
- Employment and education information
- Housing
- Family information
- 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
- Sexual orientation

- Religious or philosophical beliefs

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 fraud
- For research purposes

### **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.

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

### **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
- Government organisations
- The Police
- Prisons and probation services
- Courts
- Other customers and service users
- Financial organisations
- Regulators
- The disclosure and barring service
- Legal representatives
- Nominated/Authorised persons

### **May personal data be transferred outside the United Kingdom?**

The Council may for operational purposes transfer personal data outside the UK. In those 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 and disposal schedule](#).

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

- We would not be able to consider you for a role as a Shared Lives carer

### **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).

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

### **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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