

**Our Ref**  
**If you telephone**  
**please ask for**  
**Your ref**  
**Date**  
**E-mail address**

AH/DP  
0151 511 7575  
  
26/04/18  
andrea.holland@halton.gov.uk

Dear

### **Introduction to General Data Protection Regulations**

I am writing to inform you about some important changes that we need to make you aware of.

The EU wide General Data Protection Regulation (GDPR) becomes law in the UK on 25 May 2018. Your personal information that you supply to us may be used and processed in a number of different ways. 'Personal data' is any information that enables an individual to be identified. 'Processing' includes everyday use of that data to enable you to receive your Direct Payment to pay for your care and support.

To comply with GDPR we have issued you a Privacy Notice (see below). The notice will provide awareness of the changes and how this will impact upon how we use, store and retain the data that you supply to us to enable you to have a Direct Payment.

### **PRIVACY NOTICE – Direct Payments**

#### **How your information may be used**

Halton Borough Council is the Data Controller for the personal information you provide.

The Council's Data Protection Officer can be contacted on 0151 511 7002 or by email to [Jonathan.Greenough@halton.gov.uk](mailto:Jonathan.Greenough@halton.gov.uk).

#### **Why do you need my information?**

We need your information for the following reasons:

- To commence and administer the Direct Payment.
- To contact you in writing, by telephone or by email about matters relating to your Direct Payment.
- To exchange and disclose information about you to your chosen payroll provider and to deal with them on matters within their responsibility for your payroll service.
- To exchange and disclose information about you to your chosen Insurance provider.
- To discuss employment issues with any Personal Assistants that you employ
- To exchange and disclose information about you to support services for recruitment of personal assistants.
- To notify your chosen care/support provider of your support needs as detailed in your support plan
- To monitor that you are using the Direct Payment as set out in your support plan.

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- To prevent and detect fraud.
- To carry out research, evaluation and statistical analysis.

### **What legal basis allows you to use my information?**

The processing of your personal information is necessary for your legitimate interests so that we can assist you in managing your Direct Payment. We need to process your information to comply with our obligations under the Direct Payment contract we have with you.

### **Who will my information be shared with?**

We may share your data with other organisations in order to help administer your Direct Payment. These organisations may include, but are not limited to, the following

:

- Halton Clinical Commissioning Group (HCCG)
- User led organisations
- Payroll Providers
- Insurance Providers
- Support organisations
- Care Agencies
- Law Enforcement Agencies
- Prepaid Card Companies (if you receive your direct payment on a pre-paid card)
- Other bodies that are responsible for auditing or administering public funds

### **Do I have to provide this information and what will happen if I don't?**

If you do not provide this information the Council will not be able to provide you with a Direct Payment. You would therefore need to make alternative arrangements for your care/support.

### **How long will you keep this information for and why?**

We will keep all supporting documents relating to the Direct Payment and the provision of the support for up to six complete financial years after the date that the Direct Payment agreement ceases.

### **How will my information be stored?**

Your personal information will be securely stored electronically on the Council's secure network.

### **Will this information be used to take automated decisions about me?**

No

### **Will my data be transferred abroad and why?**

No

### **What rights do I have when it comes to my data?**

- You have the right under the General Data Protection Regulations) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used download a copy of our form from <https://www4.halton.gov.uk/Pages/councildemocracy/Data-Protection.aspx> and send it to:

Information Governance Service  
Halton Borough Council  
Service Improvement Division  
Municipal Building  
Widnes  
WA8 7QF  
or email [informationgovernanceservice@halton.gov.uk](mailto:informationgovernanceservice@halton.gov.uk)

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- You have the right to request correction of your personal information
- You have the right to request erasure of your personal information in certain circumstances
- You have the right to request the restriction of processing of your personal information.

**Who can I complain to if I am unhappy about how my data is used?**

You can complain directly to the Council's Data Protection Officer by writing to:

Data Protection Officer  
Information Governance Service  
Halton Borough Council  
Service Improvement Division  
Municipal Building  
Widnes  
WA8 7QF

**How can the Direct Payments Team Help?**

If you employ your own Personal Assistants, **you MUST make your Employees aware of the implications about GDPR.**

Please give the enclosed Privacy Notice to your PA's (if you have more than 1 PA, then please discuss with all your PA's and ask them all to sign the Privacy Notice to confirm that they have all read and understood it).

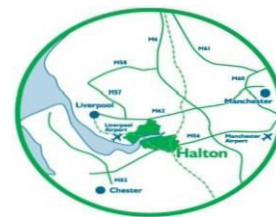
Yours sincerely

Andrea Holland  
Principal Direct Payment Officer  
Enc. Privacy Notice for Employees.

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