

Privacy Notice for Halton Borough Council Shared Lives Service

What is a Privacy Notice?

This notice explains what personal data (information) the Shared Lives Service holds about you, how we collect it, how we use it and may share information about you. We are required to give you this information under data protection law.

Who is the Data Controller for the information I provide?

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

Why do you need my information?

We collect and hold information about you in order to plan and commission services and to provide care to service users through people who are approved Adult Social Care – Services Shared Lives providers. This could be for either day, overnight or long-term care provided in the Shared Lives provider's own home or the service user's home. We also collect it through the Shared Lives Carers application process to ensure we can assess and approve applicants as Shared Lives Carers.

What else will you use the information for?

We use your personal information to:

Create a secure and comprehensive record of all of the work that we do with and for you and to fully understand your needs, arrange short or long term solutions, liaise with agencies on your behalf and to keep you and service users safe from harm.

We usually request and keep

- Your name, address, telephone number, date of birth
- Contact details for members of your family and support network including the adult you care for.
- Information about you and your circumstances
- Information such as racial or ethnic origin,
- Information about any health conditions or disabilities that may apply to you including your mental health
- Information about your finances - bank details, income, benefit or any previous criminal convictions
- Information about any health and safety concerns that may be relevant
- To process complaints and compliments regarding the services we have provided

What legal basis allows you to use my information?

The main legislation that provides us with the statutory basis to deliver our services is:

- Community Care Act 1990
- Care Act 2014
- Mental Health Act 1983
- Mental Capacity Act 2005

The GDPR/DPA conditions we meet and conditions that we use to process your personal information are: General Data Protection Regulation (GDPR) 2018

Article 6 – Lawfulness of Processing:

- a) processing is necessary for compliance with a legal obligation to which the controller is subject
- b) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Special category personal information

We also use these additional conditions to process your special category personal information:

Article 9 – Special Categories of Personal Data

- a) processing is necessary for the purposes the assessment of the working capacity of Shared Lives Carer and the provision of health or social care or treatment or the management of health or social care systems and services

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

You are under no statutory obligation to provide personal data to Halton Borough Council. However, if you do not provide your data, it will limit the effectiveness of the Shared Lives application process and the provision of the service and support that we are able to offer you and service users.

Who will my information be shared with?

We use a range of organisations to either store personal information or to help deliver our services to you. Sometimes we have a legal duty to provide your personal information to other organisations, for example the court service or HMRC.

We may also share your personal information with the following organisations

- Shared Lives Plus registration
- NHS Clinical Commissioning Groups
- Housing Associations
- Advocacy services
- Mental health services
- Other Halton Council Departments
- Court of Protection
- Local Government Ombudsman

In instances of complaint, we may share information with independent complaint investigators. Your information will not be disclosed to any other organisations, except where we are required and allowed to by law.

How long will you keep this information for and why?

We will retain this information for 10 years from the last involvement with Shared Lives Service before being securely destroyed as stated in our Retention Schedule and in accordance with the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR) 2018

How will my information be stored?

Shared Lives Carers contact information will be stored in the Carefirst6 Adult Social Care System in confidential paper files in accordance with Data Protection Principles.

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

No

Will my data be transferred abroad?

No

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

Right to be informed – through this Privacy Notice

Right to rectification – you have the right to have personal data rectified if it is inaccurate or incomplete.

Right to restrict processing – you have the right to block or suppress processing of your data, however this right does not apply in some circumstances.

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

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

You can complain directly to the Shared Lives Scheme Manager at

Email: family.placement@halton.gov.uk

Contact Details Tel: 0151 511 6677

Or you can contact the Council's Data Protection Officer by writing to:

Data Protection Officer, Information Governance Service, Halton Borough Council, Municipal Building, Widnes WA8 7QF' or by email to informationgovernanceservice@halton.gov.uk

You also have the right to complain to the Information Commissioner's Office using the following details: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. Telephone: 08456 30 60 60 or 01625 54 57 45. Website: www.ico.org.uk

End of Privacy Notice