



# HILLINGDON

LONDON

## **DATA PROTECTION PRIVACY NOTICE FOR ADULT SOCIAL CARE**

### **Why are we providing this Notice to you**

The Council, in its capacity of Data Controller, holds certain information about you ["personal data"] which it needs to process for the purpose of providing the following service [Adult Social Care]. This Notice is designed to give you information about the personal data we hold about you, how we will use it, your rights in relation to it and the safeguards that are in place to protect it.

Further information is contained in the Council's Generic Data Protection Privacy Notice which can be found on its website at the following link: [www.hillingdon.gov.uk/privacy](http://www.hillingdon.gov.uk/privacy)

### **What personal data do we hold**

The types of data we hold and process will typically include:

- Personal information such as date of birth, address, ethnic or racial identity, married status, NHS number and sexual orientation
- Next of kin details including names, contact numbers and addresses
- Details of other services and support providers who may currently be providing a service to you
- Health status or conditions
- Personal information that will help us deliver personal care and support, and safeguarding adults from the risk of abuse and neglect
- Financial information

We obtain some of this data directly from you and we may also obtain it from other sources. Where this is the case, we will set out in this Notice the identity and the contact details of the relevant Data Controller and also the contact details of their Data Protection Officer, where applicable. We will also identify from which source the personal data originates, and if applicable, whether it came from publicly accessible sources.

We will also let you know the recipients or categories of recipients of the personal data, if

any.

### **What is our purpose for processing your personal data**

We process your personal data in order to assess and where eligible meet your social care support needs. We may also use this data where necessary in relation to risks to you and other members of the public.

If we intend to process your personal data for a purpose other than that for which the personal data was collected, we shall provide you details of that other purpose before we start processing your data.

### **What is the legal basis for our use of your personal data**

- We have obtained your freely given and specific consent and have informed you that you have the right to withdraw it at any time
- We need to protect the vital interests of a person
- We need it to comply with a legal obligation
- We need it to perform a task in the public interest

### **What we do if your personal data is sensitive**

We will only process your sensitive personal data with your consent, unless we can lawfully process it for another reason permitted by law. We will notify you if it is sensitive and as with non-sensitive personal data, you have the right to withdraw your consent to processing at any time by letting us know. Sensitive data is data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, genetic and biometric data, data concerning health or data concerning a natural person's sex life or sexual orientation.

### **For how long will we hold your personal data**

We will only keep your personal data for as long as we need to in order to fulfil the purpose[s] for which it is collected and for so long afterwards as we consider it may be required to deal with any questions or complaints about the service which we provide to you, unless we elect to retain your data for a longer period in order to comply with our legal and regulatory obligations.

### **Organisations that we may share your personal data with**

The circumstances in which the Council may do this are set out in the Council's Generic

Data Protection Privacy Notice. It may include NHS, care providers and other organisations involved in providing services to our residents.

### **Internal Sharing of Data**

We may share some of your data with other services within the London Borough of Hillingdon. Common examples include:

Counter Fraud  
Business improvement Delivery (BID)

These services (where required) have a privacy notice detailing the legal basis on which they process the data.

### **What happens if you provide personal data to us because of a statutory or contractual requirement**

We will let you know of your obligation and also let you know of the possible consequences if you fail to provide it.

### **Your rights**

You have a right to access and obtain a copy of the personal data that we hold about you and to ask us to correct your personal data if there are any errors or it is out of date. In some circumstances, you may also have a right to ask us to restrict processing of your data until any errors are corrected, to object to processing or to transfer or [in very limited circumstances] erase your personal data. You can obtain further information about these rights from the Information Commissioner's Office at: [www.ico.org.uk](http://www.ico.org.uk) or via their telephone helpline [0303 123 1113].

If you wish to exercise any of these rights, please contact Claire Solley (Head of Safeguarding, Principal Social Worker Adult Social Care): [csolley@hillingdon.gov.uk](mailto:csolley@hillingdon.gov.uk) or via telephone 01895 556633.

You also have the right to lodge a complaint in relation to this Privacy Notice or our processing activities with the Information Commissioner's Office, which you can do through the website above or their telephone helpline.

We may from time to time ask for further information from you. If you do not provide such information, or ask that the personal data we already hold is deleted or restricted, this may affect the service that we provide to you.

## **Updates**

We may update this notice periodically. Where we do this, we will inform you of the changes and the date on which the changes take effect.

## **Contacting us**

Please contact Social Care Direct for further information

Social Care Direct  
London Borough of Hillingdon  
Civic Centre  
High St  
Uxbridge  
UB8 1UW  
01895 556633

## **Statutory Data Protection Officer**

You may also contact our Data Protection Officer for further information:

Raj Alagh, Borough Solicitor and Monitoring Officer  
Data Protection Officer  
Civic Centre  
High Street  
Uxbridge  
UB8 1UW  
E-mail: [ralagh@hillingdon.gov.uk](mailto:ralagh@hillingdon.gov.uk) Telephone: 01895 250617