

## Adaptations Assessment Team Privacy Notice

We take your privacy seriously and will only use your personal information for the purpose(s) listed in section 2 below. This notice provides details of how the Council collects and uses information (data) about you.

We will keep your information (data) secure at all times.

### 1. Who we are.

a) The Controller for the information we hold is Wakefield Council. Contact details:

Telephone: 01924 306112

Email: [dataprotection@wakefield.gov.uk](mailto:dataprotection@wakefield.gov.uk)

b) If you have any queries regarding your information that we are using for the purpose outlined in section 2, please contact the Controller's representative. Contact details:

Adaptations Assessment Team Manager, Adaptations Service Tel: 01977 722 220

c) The Council's Data Protection Officer is the City Solicitor. Contact details:

Telephone: 01924 305211

Email: [dpo@wakefield.gov.uk](mailto:dpo@wakefield.gov.uk)

### 2. How we use your data:

The Adaptations Service needs to collect the following information about you.

- Name, date of birth, address, disability/medical information, gender of the service user
- Name and contact details of the referrer and relationship to the service user
- The adaptations requested

We use this information to establish eligibility for an assessment but we may signpost you to a more appropriate service.

To enable us to provide our service to you we may need to share your information, if applicable, with your

- NHS specialists involved with your care
- Social Care specialists involved with your care
- Family members or another person you have asked us to deal with as your advocate in this matter
- Your landlord if applicable
- Contractors/Suppliers approved by WMDC

Should you decide not to provide any of the information we request from you we may be unable to assess your needs.

### **3. What authority does the Council have to collect and use this information?**

- General Data Protection Regulations 2018
- Care Act 2014
- Equality Act 2010
- Children's Act 2004
- Human Rights Act 1998
- Children's Act 1989

### **4. How long will we keep your data?**

We will keep your personal information collected for the purpose(s) detailed in section 2 for a period of a maximum of 6 years from the year of the creation of the records. The legislation under which this area of work is covered is the HMRC Compliance Handbook Manual CH15400.

After which time paper records will be destroyed confidentially. The reason for keeping information longer than this period of time e.g. in the case of the installation of specialist equipment is for warranty details for equipment fitted and legal requirements of HMRC.

### **5. Your rights and your personal data**

Under the General Data Protection Regulations 2018 you have the following rights:

#### **Right of Access**

You have a right of access to the personal information that the Council holds about you, and/or the right to be given a copy of the data undergoing processing.

#### **Right to Rectification**

You have the right to request that the Council corrects any personal data if it is found to be inaccurate, incomplete or out of date.

#### **Right to Erasure**

In certain circumstances, you may have the right to request your personal data is erased.

#### **Right to Restriction of Processing**

You have the right, where there is a dispute in relation to accuracy or lawfulness of processing of your personal data, to request that a restriction is placed on further processing.

#### **Right to Portability**

You have the right to request the Council provide you with your personal data and where possible, to transmit that data directly to another data controller. However, this only applies to data that you have provided to us and not to all the information that the Council holds about you.

#### **Right to Object to Processing**

In certain circumstances, you may have a right to object to the processing of your personal data.

### **Automated Decision Making**

Part of our process includes automated decision making. You have a right to not be subject to a decision based solely on automated processing.

### **Right of Complaint**

You have a right to lodge a complaint with the Information Commissioner, please find contact details below.

Information Commissioner's Office  
Wycliffe House  
Water Lane, Wilmslow  
Cheshire, SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number

To exercise any of your rights, you should contact the Data Controller's representative as shown in section 1b.

### **7. Automated decision making**

To determine your financial contribution to any works recommended as part of your grant aided works, we will use an automated processing system to do the calculation using the financial information supplied in accordance with the legislation and regulations mentioned in section 3 above.

### **8. Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions.

Review July 2021