



General Adults Integrated Care Transparency Notice

Here at Wakefield Council, 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 with regard to Adults Integrated Care. This includes information about your social care and health needs. We will keep your information (data) secure at all times and in line with legal requirements.

1. Who we are.

Adults Integrated Care provide and organise care and support for the following people: older people, people with all types of disabilities, vulnerable adults, young people and carers.

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

Telephone: 01924 306112

Email: 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:

Nicola Pearce Transformation Manager email npearce@wakefield.gov.uk Telephone 01977 723528.

c) The Council's Data Protection Officer is the Corporate Information Governance Team Manager: Contact details:

Telephone: 01924 306112

Email: dpo@wakefield.gov.uk

2. How we use your data:

We need to collect information about you so so that we can meet our legal responsibilities and so that we can provide you with advice, support or services to keep you safe and well. We collect details about:

- Your name, date of birth, ethnicity, gender, religion, sexuality, language spoken, marriage status
- Your living situation
- Your medical history and who your GP is
- Any support you already have in place or plans about any support you may need
- How to contact you and any communication needs you may have
- Your family, friends and anyone else who may help take care of you or you want us to contact

- Information about anyone that you provide care for or who lives with you, including any pets
- Your money and your financial circumstances
- Your health and wellbeing including your mental health
- Your safety and any concerns about this
- Your criminal history if you have one
- Copies of any correspondence about you or that you have sent to us such as letters, emails, your care and support plan or any assessments that we have carried out
- Your bank account details if we need to make any payments to you
- Your National Health no – this helps us if we need to contact the hospital or your GP

We store this information securely on our electronic systems. Sometimes in order to help you we may need to share your personal information. This may be with the following:

- Health services for example the Hospital, Occupational Therapists, Speech and Language Therapists, Community Nurses, Mental Health Services, your GP, Ambulance Services
- Organisations who we commission to provide your care and support from including Nursing or Residential Homes or Hospices
- Voluntary and charitable organisations such as Age UK, Carers Wakefield and District who may help you to manage your well-being or for those who care for you
- Other local authorities, if they are responsible for funding your care or you are moving into their area
- Housing support providers and landlords
- Government agencies such as Department for Work and Pensions
- Police, Fire Brigade, Courts and Probation Services

However there are certain times when information can be shared without your consent. This may be for example where there is a legal justification to do so, or a serious crime has or may be committed, or where there may be a child or adult at risk.

Should you decide not to tell us or to share your information then we may not be able to provide you with any help or support.

Any information you give us will only be used to: (not an exhaustive list)

- Enable us to carry out our statutory social care functions
- To assess if you have any unmet eligible social care needs
- To assess your mental capacity and ability to make decisions
- To assess whether you may be entitled to Continuing Health Funding
- To decide and plan with you how best to meet any needs and outcomes
- Provide you with relevant information and advice
- Provide you with services or arrange for others to do so on our behalf
- Investigate if you or others are at risk of abuse and take appropriate action (Safeguarding)
- Work out how much you may have to contribute towards the cost of any care or support you receive
- Help investigate any worries or complaints you have about your care and review the quality of your care
- Provide you with equipment or aids or adaptations
- To be able to contact you, your family, friends or loved ones if we need to
- Use in an anonymized way to help improve the planning of health and social care services generally

Review date: September 2019.

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

We collect and use your personal data to meet our legal obligations under the Care Act 2014, Mental Capacity Act 2005, Mental Health Act 1983, and associated regulations or statutory guidance.

4. How long will we keep your data?

We will only keep (retain) your information for as long as we are legally required to and no longer than necessary. We will keep your data secure and in line with the Data Protection Act and GDPR regulations. Your personal information may be held in paper and/or on a computer system. This will be for specified periods of time as set out in the NHS Records Management Code of Practice for Health and Social Care and in line with the Councils Records Management Policy and the Local Government Association recommended retention periods:

- Adult Social Care records – 6 years from case closed or death.
- Adult Safeguarding records – minimum 6 years.
- Adult financial assessment records – 6 years from case closed or death
- Adults Mental Health – 20 years from case closed or death.
- Complaints that have been reviewed by the Local Government Ombudsman – 10 years
- Looked after Children – 75 years.
- Certificate Of Visual Impairment (CVI) (formerly the BD8) 3 years after date of death.

5. Your rights and your personal data

Under the GDPR 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 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.

6. Further processing

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