

## **Privacy Notice for Adult Social Care**

**February 2019  
V2.0**



# Adult Social Care

Our core data protection obligations and commitments are set out in the council's **primary** privacy notice at [www.bolton.gov.uk](http://www.bolton.gov.uk)

This notice provides additional privacy information for:

- Adult Social Care

It describes how we collect, use and share personal information about you

- In relation to Adult Social Care
- The types of personal information we need to process, including information the law describes as 'special' because of its sensitivity

It is important that you read this notice, together with any other privacy information we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

The information collected and held may be done so in a variety of ways.

## Purpose(s)

We collect your personal information for the following purpose(s):

- Provide you with the information and advice
- Assess your current needs and how best to meet them
- Understand your previous health care and support
- Make sure your support is safe and effective and ensure the care you are receiving is meeting your needs
- To work with Partners to ensure you get the best possible service and commission other services where appropriate. Sharing your information means you won't have to repeat questions to other health and care services.
- Calculate financial assessments for care services received
- Calculate finances and keep track of spend towards your care service
- Apply for Appointeeship or Court of Protection
- Help investigate any worries or complaints you have about your care
- Review the quality of care you are receiving
- Research and analysis which is then used to plan new services, assess our performance and commission new services
- Ensure compliance with safeguarding adults policies and procedures
- Completion of statutory government returns around health and social care

## **Categories of personal data**

In order to carry out these purposes we may collect and obtain:

- Basic details about you such as name, address, telephone number, email address and date of birth.
- Details surrounding your family
- Housing circumstances
- Housing needs
- Lifestyle and social circumstances
- Financial details
- Employment and education details
- Business information and activities
- Physical or mental health
- Religious beliefs
- Sexual life or sexual orientation
- Criminal history
- Race or ethnic origin
- Offences

## **Legal basis for processing**

The legal basis for processing your personal information is:

- Performing or exercising obligations as part of a legal requirement (The Care Act 2014 and Health and Social Care Act 2012)
- In the public interest or in the exercise of official authority
- In order to process special data for the provision of health and social care

If you fail to provide certain information when requested, we may not be able to provide the service to you or we may be prevented from complying with our legal obligations.

## **Information sharing/recipients**

We may collect and share personal information about you with the following types of organisations:

- Teams within Bolton Council in order to provide our services to you
- Health services (e.g. Bolton Foundation Trust, GMMH, Bolton CCG)

- Care providers (private)
- Voluntary organisations such as Age UK
- Other Local Authorities
- Government agencies
- Officer of the Public Guardian and Court of Protection
- Department for Work and Pensions
- Emergency services
- NHS England

We may share information with the organisations listed above in order to provide a service to you or where we are required to do so by law, to safeguard public safety, and in risk of harm or emergency situations. We may also share information to safeguard public funds administered by the Authority.

## Your NHS Number

Local health and social care services are working together to improve how your information is shared to support the decisions they make about your care. We ask for your NHS Number as it helps to uniquely identify you when sharing information between health and social care. The council also uses the Personal Demographic Service (PDS) to trace and verify your NHS number to help assure we have the correct NHS Number for you.

For more information please visit the [Bolton Care Record website](#).

## Automated Decisions

For this service:

- All the decisions we make about you involve human intervention

## Data retention/criteria

We will only keep your personal information for as long as the law specifies or where the law does not specify this, for the length of time determined by our business requirements.

## Rights of individuals

You may exercise the rights listed in the guide below in relation to the Council's use of your personal information. You may also object to the processing of your NHS number. This will not stop you from receiving care, but may limit how we are able to support you.

To find out more about how these rights apply in particular circumstances, please refer to our [Guide to exercising your rights](#) or alternatively visit the Information Commissioner's web site at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

If you wish to complain to the Information Commissioner the contact details are:

**Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

If you wish to exercise your rights (as outlined above) or to raise a concern about the handling of your personal information by the Council, please contact our Information Governance Team at [information.security@bolton.gov.uk](mailto:information.security@bolton.gov.uk)

## Updates to Privacy Notice

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details