

Privacy Notice (How we use your information)

REAL Employment KMC

The types of information that we collect, hold, use and share include:

- personal information (including your name, date of birth and address)
- information on people close to you (including family, carers)
- characteristics (such as gender, ethnicity, language, religion and disability)
- personal circumstances to enable assessment of eligibility for services
- assessment information
- social care needs
- hazards/risk information about you or others around you
- financial information
- NHS number
- Medical information

Why we collect and hold this information

We use this personal data in order to:

- Assess your social care need
- Provide you with the support you need to meet your needs
- Know we are delivering care to the right people
- Enable us to carry out specific functions for which we are responsible
- Assess your financial eligibility for services
- Deliver a range of preventative services, information and signposting
- Ensure service quality
- Check and improve our performance
- Collect information to let us plan future delivery of services

The lawful basis on which we use this information

We collect and process information about you as we have a legal obligation and statutory duty to provide social care to adults in certain circumstances. For example, we have a legal responsibility to provide some services to you, such as to protect you from abuse.

The key areas of legislation that direct us to collect and use your information are as follows:

- The Care Act 2014. The general duty of a local authority, is to promote an individual's well-being.
- Mental Capacity Act 2005. Our responsibilities when acting and making decisions on behalf of adults who lack the capacity to make particular decisions for themselves.
- Mental Health Act 2007. Describes our duties when detaining (holding) and treating people with a mental disorder.

Storing this information

We will hold the information about you securely, and for no longer than reasonably necessary.

We also ensure that only members of staff with a legitimate reason to access your information have permission to do so.

Your information will only be kept for a specific amount in order to comply with statutory requirements of time after which it will be securely destroyed. We will hold your information in line with our Records Management Policy in order to ensure we only keep your information for as long as it is needed.

Who we share this information with

From time to time we may need to share your information with other companies or agencies to ensure you receive appropriate care and support. These include:

- Private and independent providers who will deliver your care, such as Home Care
- Internal sections of the Council who will provide you with other services such as financial support and housing support
- Health care agencies (such as NHS Clinical Commissioning Groups, GP's surgeries etc
- Carers to support with delivering your medical and health care
- The Local government Ombudsman who may investigate your complaints
- Legal bodies, such as The Court of protection for court proceedings
- Statutory agencies such as the Care Quality Commission, police, ambulance services etc

Why we share this information

We will only share your information to provide health and social care services. We will only share the minimum that is needed to deliver the relevant service. The use of joined up information across health and social care brings many benefits. The linking of social care and health information will help hospital staff quickly identify if social care support is already in place and who the most appropriate contact is. Ongoing care can be planned earlier in the process, because Health staff will know who to talk to.

We do not share personal information about you with anyone without consent unless the law and our policies allow us to do so.

Further information

If you would like further information about how we manage your data, please see the privacy notice for Kirklees Council at www.kirklees.gov.uk/privacy

If you would like further information about this privacy notice, please contact:

Adult Social Care Customer Services

4th Floor North, Civic Centre 1 Tel: 01484 225115

Huddersfield

HD1 1NF Email: sscu@kirklees.gov.uk

If you have any worries or questions about your personal data please contact

DPO@kirklees.gov.uk or ring 01484 221000.