Nottinghamshire County Council

SHORT BREAKS ASSESSMENT SERVICE

Privacy/Information Notice

The privacy notice details the manner in which the Council may process personal data that we obtain about you or other individuals known to the service.

What types of personal data are collected by the service?

- Name
- Address
- Date of Birth
- Age
- Gender
- NI Number
- NHS Number
- Evidence of Higher/Middle Care Band DLA/PIP
- Evidence of High Mobility DLA
- Evidence of Education High Level Needs
- Evidence of Education, Health & Care Plan

What are the purposes for which we intend to use this information?

- Online assessment of eligibility for and allocation of short break packages for children with disabilities.

What will happen if you do not provide the personal data requested?

If you do not provide the personal data requested you will not be able to complete the application and the service cannot be provided.

Which organisations may we share this information with or obtain personal data from?

- Firmstep
- Other organisations in the course of carrying out our functions, or to enable others to perform theirs, for the provision of short break services and other complementary services for children with disabilities.

What are the legal powers under which we may use this information?

- Section 17 and Paragraph 6(1) of Schedule 2 of the Children Act 1989
- The Breaks for Carers of Disabled Children Regulations 2011
- Local Government Act 1972, section 111 which provides that Nottinghamshire County Council is able to do anything which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions; and

- Localism Act 2011, which gives Nottinghamshire County Council the general competency power to do anything which is not specifically forbidden by another statute.

Will personal data be transferred overseas?

- Data collected as part of assessing eligibility for a Council funded Short Break will not be transferred overseas.

How long is personal data held?

- Data will be retained for 100 days from the date of the assessment decision, for those who are unsuccessful in their application for NCC funded support to ensure that NCC are able to go through the appeals process or respond to a request for a judicial review.
- For successful applicants data will be held in accordance with the LGO retention period for "Records relating to children (aged under 18 years) who are taking part in short breaks" is *Retain from date of birth of minor for 25 years.*
- Personal data contained within DLA/PIP, Education Higher Level Needs, and Education, Health & Care Plans submitted with an application, will not be retained even in the event of a successful application, the evidence will be checked by authorised personnel and deleted securely once checked.
- This information is held in accordance with the Council's retention schedule. Please refer to the County Council's privacy statement for further details.

Does the service make decisions using fully automated processes?

- Yes. If you do not wish the decision about you to be automated please email the Short Break Assessment Team via sbassessment.review@nottscc.gov.uk or by post to: Short Breaks Assessment & Review Team, Ground Floor, Meadow House, Littleworth, Mansfield, Nottinghamshire, NG18 2TB.

To arrange for a paper application to be sent to you.

What rights do you have over the use of your data?

You have rights over the use of your personal data. Your rights include:

- The right to access a copy of your personal data,
- in certain circumstances, the right to ask for your personal data to be corrected or deleted,
- the right to restrict or object to use of your personal data.

Some of these rights are subject to exceptions and we may not be able to agree to your request where these exceptions apply. Please refer to the County Council's privacy statement for further details.

Contact details of the Service:

Contact details of the Service and the Data Protection Officer and where to obtain further information:

If you have any concerns about how the Council is using your data you can contact the Council's Data Protection Officer by writing to:

Data Protection Officer
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

Or email: DPO@nottscc.gov.uk

Please see the County Council's privacy statement for further information:
http://www.nottinghamshire.gov.uk/global-content/privacy

Contact details of the Information Commissioner's Office:

If you are unhappy with how your data has been processed by the Council or you feel your data protection rights have been breached you have the right to complain to the Information Commissioner's Office at:

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

Or call: 0303 123 1113