

READING BOROUGH COUNCIL

Adult Social Care Surveys: Data Privacy Notice

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| <p>The identity and contact details of the company Reading Borough Council Performance & Data Team The Civic Centre Bridge Street Reading RG1 2LU</p> |
| <p>Contact details of the Data Protection Officer Ricky.gill@reading.gov.uk</p> |
| <p>What Personal Data is held? Name Address Date of Birth Ethnicity Religion Health conditions</p> |
| <p>How will the data be stored?</p> <ul style="list-style-type: none">• Secure encrypted laptops• Secure servers with restricted access• Physical copies of the returned surveys are stored in locked cupboard in the secure Civic offices for a maximum of 1 year.• The survey responses are anonymised before submission to Department of Health & Social Care |
| <p>What is the legal basis for the collection, use and storage of the data? All Councils with Adult Social Services Responsibilities (CASSRs) are required to carry out an annual Personal Social Services Adult Social Care Survey (ASCS) and biannual Personal Social Services Survey of Adult Carers in England (SACE). The data is anonymised by councils before being submitted to the Department of Health & Social Care (DHSC).</p> |
| <p>Give details of how long the data will be stored and criteria used to determine this? Physical copies of the surveys responses will be securely destroyed after 1 year. Electronic details of the survey responses are deleted after 6 years.</p> |
| <p>Who will it be shared with and for what purpose? Teams within Reading Borough Council Adult Social Care & Health Directorate</p> |

Classification: OFFICIAL

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| <p>How can the service user get access to it? Subject Access Request can be made by following the link: http://www.reading.gov.uk/dataprotection</p> |
| <p>State whether any data is to be transferred outside the EU? No</p> |
| <p>What other rights does the service user have that we have to make known to them? The right to have their data corrected, the right to have their data deleted in certain circumstances and their right to put a complaint to the Information Commissioner's Office (ICO)</p> |
| <p>State if there will be any automated decision making No</p> |

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