

READING BOROUGH COUNCIL

Data Privacy Notice (DPNs) Under GDPR

The identity and contact details of the company:

Reading Borough Council
Short Term Team (ASC)
2nd Floor East
The Avenue Centre
Conwy Close
Reading
RG30 4BZ

Contact details of the Data Protection Officer

Ricky.gill@reading.gov.uk

What Personal Data is held?

- Name
- Address
- DOB
- Medical history
- Social Care history
- Access to property information
- NOK
- Relevant person/other
- Power of Attorney
- Information shared with other RBC teams, external providers, voluntary community organisations or health services
- Sensory Needs information inform assessment process

How will the data be stored?

- Secure encrypted laptops
- Encrypted USB
- IT systems.
- Password protected documents
- Password protected mobile phones
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What is the legal basis for the collection, use and storage of the data?

Data is processed under a legal obligation to undertake assessment and care and support planning under the Care Act 2014.

To deliver quality care and support services in the person's own home, ECSH, respite care, residential/nursing home.

Person identifiable, sensitive data will be available for inspection/review/audit purposes.

Give details of how long the data will be stored and criteria used to determine this?

6 years - HRMC

Who will it be shared with and for what purpose?

- RBC relevant services
- BHFT
- Safeguarding Team
- Shared Legal Team
- Court of Protection
- Clinical Commissioning Group (CCG)
- Continuing Health Care Team
- NHS
- Joint integrated services
- Nottingham Rehab Supplies (NRS)
- Voluntary Community Organisations e.g. Communicare, Age UK Berkshire, Red Cross

How can the service user get access to it?

Subject Access Request can be made by following the link:

www.reading.gov.uk/dataprotection

State whether any data is to be transferred outside the EU?

- Data will not be transferred outside the EU

Is processing based on consent?

The right to withdraw consent at any time needs to be communicated

You have a 'right to be forgotten' so you can ask for your personal information to be deleted where:

- It is no longer needed for the reason why it was collected in the first place
- You have removed your consent for us to use your information, and we do not have to keep your information for legal reasons.

If we have shared your personal information with others, we will do what we can to make sure those using your personal information comply with your request for erasure.

We may not be able to delete your personal information if it is needed for legal reasons, for reasons of public health, public interest, or for medical purposes.

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What other rights does the service user have that we have to make known to them?

The right to have their data corrected, and their right to put a complaint to the Information Commissioner's Office (ICO)

Classification: OFFICIAL

State if there will be any automated decision making N/A

Classification: OFFICIAL