

READING BOROUGH COUNCIL

Data Privacy Notice (DPNs) Under GDPR

**The identity and contact details of the company:**

Learning Disability Respite Service  
188 Whitley Wood Lane  
Reading  
RG2 8PR

**Contact details of the Data Protection Officer**

[Ricky.gill@reading.gov.uk](mailto:Ricky.gill@reading.gov.uk)

**What Personal Data is held?**

- Name
- Address
- Date of Birth
- Next of Kin
- Medical Information
- Gender
- Ethnicity

**How will the data be stored?**

- On secure encrypted laptops and systems. Data also sent via password protected mobile phones
- None electronic data files will be maintained and secured in a locked cabinet

**What is the legal basis for the collection, use and storage of the data?**

To ensure the right support and care for people with learning disabilities is delivered to individuals within the Respite Service.

Also, necessary for performance of public interest task in exercise of official legal duty under the following acts:

- Care Act 2014
- Mental Capacity Act 2005
- Deprivation of Liberties (DoLS)
- Human Rights Act 2000
- Equalities Act 2010

The service is registered with Care Quality Commission (CQC) and data will be requested for inspection purposes from the Commission.

CQC consider that it is lawful under the Data Protection Act 1998 for us to

provide contact details to them because they are not asking for sensitive personal information about people's health or treatment and because the disclosure is necessary for CQC to exercise their statutory functions (in accordance with paragraph 5(b) of schedule 2 of the Act).

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

- 6 years

**Who will it be shared with and for what purpose?**

- Health - Joint/Integrated Services i.e. Speech and language, dietitian, Occupational Health, District Nurses, Ambulance Service etc.
- External Services i.e. preferred temporary agencies suppliers, Readibus, Advocates, Other Local Authorities, Other Care Providers i.e. Move Up, Mencap, Stepping Stones, PHAB, Ways & Means, Police etc.

The information will be shared for the better performance and efficiency of Council services.

**How can the service user get access to it?**

Subject Access Request can be made by following the link:

[www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection)

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

N/A

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

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.

**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
- The right to put a complaint to the Information Commissioner's Office (ICO)

**State if there will be any automated decision making**

No