

ICDS – Occupational Therapy Privacy Notice

Introduction

This 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

Who will be using your data?

Nottinghamshire County Council will be the data controller for the data you provide to us.

We may also contract third party organisations to process your data on our behalf.

What personal data do we use?

- Name and Contact Details
- Age
- Date of Birth
- Gender
- Images
- NHS number
- Address(es)
- Other ID numbers
- Web Elms code
- Employment and education information
- Family/ carer details
- Housing situation and needs
- Parent/carer details
- Behaviour and Sensory details
- Lifestyle and social circumstances
- Weight, measurements and shape
- Details about your mortgage
- Details about your finances (family or individuals)
- Case file information

What types of special category personal data do we need from you?

- Racial or ethnic origin
- Advocacy details
- Social care support outcomes
- Physical, sensory and mental health details
- Data concerning sex life or sexual orientation
- Religious, philosophical or other beliefs of a similar nature

We also may access data about criminal convictions, criminal offences or related security measures.

Why do we use your data?

- For service delivery
- For service planning, training and improvement
- To safeguard children and young people
- To assess the need to refer onto other services

What legal reasons allow us to use your data in this way?

Our legal basis for processing your personal data is that it is necessary to perform our public tasks as a local authority.

Our legal basis for processing your special category personal data is that it is necessary for the provision and management of health or social care services.

Our legal basis for processing data related to criminal convictions, criminal offences or related security measures is that it is necessary to perform our public tasks as a local authority.

Below is a non-exhaustive list of legislation that allows for the above:

- The Children Act 1989
- The Children Act 2004
- The Chronically Sick and Disabled persons Act 1970
- The Children and Families act 2014
- The Care Act 2015
- Housing, Grants, Construction and Regeneration Act 1996
- Regulatory Reform (Housing Assistance) Order 2002
- Equality Act 2010
- The Lifting Operations and Lifting Equipment Regulations 1998
- 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
- Localism Act 2011, which gives Nottinghamshire County Council the general competency power to do anything which is not specifically forbidden by another statute.

Who may we share your data with or receive it from?

- NHS agencies (GPs, Physiotherapists, Occupational Therapists, Hospitals)
- Health organisations
- Your local council and appointed contractors
- Integrated Community Equipment Loans Stores (ICELS)
- Care Providers
- Residential care/nursing providers

- Service Providers
- Schools & Academies
- Education providers
- ICDS (internal teams)
- Government organisations
- The Police
- Prisons and probation services
- Courts
- Fire & Rescue services
- Family Members
- Carers and Guardian
- The disclosure and barring service

May personal data be transferred overseas?

The Council may for operational purposes transfer personal data overseas. In these cases, we will ensure that your personal data is protected and there are safeguards for the protection of your rights. Please refer to the [County Council's privacy statement](#) for further details.

How long is your data kept for?

This information is held in accordance with the Council's retention schedule – see [here](#).

What will happen if you do not provide or we cannot obtain the data needed?

- We could not assess and provide support to meet the individual needs of the child / young person
- We could not provide equipment or adaptations to enable care of the child or young person
- We could not work to individual outcomes to improve the independence / life choices of the child / young person

Does the service make decisions using fully automated processes?

No.

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

- To access a copy of your data that we process
- To have us rectify or correct your data that we process, in certain circumstances
- To restrict our processing of your personal data
- To object to the use of your 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 the Data Protection Officer:

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:

DPO@nottscc.gov.uk

Or

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

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:

www.ico.org.uk

Or

Wycliffe House
Water Lane
Wilmslow
SK9 5AF

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