

16+ Accommodation (Supported Accommodation, DPS Accommodation) and Staying Close Privacy Notice

Introduction

This privacy notice explains how the Council uses your data to make a decision about where the most suitable place to offer you accommodation is and with which provider, and monitor how much progress is being achieved.

This notice also covers data processing carried out by the Staying Close Multi-Disciplinary Team, a partnership providing support for young people aged 16-21 moving from care to living independently.

Who will be using your data?

For provision of accommodation, Nottinghamshire County Council will be the data controller for the data you provide to us.

If you are being supported by the Staying Close team, Nottinghamshire County, Nottinghamshire Healthcare NHS Foundation Trust and Change Grow Live are joint controllers for the information you provide to us. Your information will be stored on the Council's Mosaic database. If you access mental health support services from the team, information about your health will also be logged on the NHS RIO database. If you access substance use support services from the team, relevant information will also be logged on Change Grow Live's case management system.

The Council and its partners may also contract third party organisations to process your data on our behalf (eg. suppliers of business systems such as our Business Management System).

What personal data do we use?

- Name and Contact Details
- Age
- Date of Birth
- Gender
- NI number
- Address
- Social Care ID
- Other ID numbers
- Employment and education information
- Family details
- Housing needs

- Lifestyle and social circumstances
- Case file information

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

- Racial or ethnic origin
- Social care support outcomes
- Physical and mental health details

We also process 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

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 about criminal convictions, criminal offences or related security measures is that it is necessary to perform our public tasks as a local authority.

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

- Health organisations
- Care providers
- Residential care/nursing providers
- Service providers
- Charity and voluntary sector organisations

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 offer you accommodation.

Does the service make decisions using fully automated processes?

No.

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

- To be informed about how we use your data
- To access a copy of your data that we process
- To have us rectify or correct your data that we process
- To restrict our processing of your personal data
- To object to the use of your data
- To have your personal data erased
- To request that we transfer your information to you or another organisation
- To object to fully automated decision making
- To withdraw your consent (if it the legal reason why we use your data).

Some of these rights are subject to exceptions. Please refer to the [County Council's privacy statement](#) part 10 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:

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

Or email: DPO@nottsc.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

Wycliffe House
Water Ln
Wilmslow
SK9 5AF

or via www.ico.org.uk

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