

Privacy Notice: Safeguarding Service

June 2018

This notice provides additional privacy information for:

Trafford residents where there are safeguarding concerns.

Purpose(s)

We collect, or obtain your personal information for the following purpose(s):

- To provide professional expertise to Provider Safeguarding colleagues
- To work with Trafford partners to peer review and audit quality and performance in safeguarding practice
- To support learning and improvement in safeguarding practice
- To coordinate involvement of appropriate Trafford health partners in Serious Case Reviews (SCR), Domestic Homicide Reviews (DHR), and Serious Adult Reviews (SAR's)
- To carry out our statutory duty to support the workforce to safeguard children.
- To consider funding of treatment for Children in care placed out of Boroughs
- To identify themes and trends within Adult safeguarding which will inform future training needs
- To support Section 42 enquiries led by the Local Authority

Categories of personal data

In order to carry out these purposes we collect and obtain:

Personal Information:

Name, address, Postcode, DOB, telephone number, NHS number, GP

Special Category Information:

Race, ethnic origin, religion, health & social care; Medical records, Nursing Home and Provider records, Social Care records

Criminal Offence Data

Not applicable

Legal basis for processing

The statutory legal basis for processing and sharing your personal information is:

- NHS Act 2006
- Health and Social Care Act 2012/15
- The National Health Service Commissioning Board and Clinical Commissioning Groups (Responsibilities and Standing Rules) Regulations 2012
- The Care Act (2014)
- Mental Capacity Act (2005)
- Who Pays? Establishing the Responsible Commissioner (2013)
- Children Act (1989) (2004)
- Children and Social Work Act (2017)

Conditions for Processing Personal Data

The conditions under the data protection legislation we use to process your data are as follows:

Personal Information : Article 6(1)(e) – necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Special Category Information: Article 9 (2)(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to conditions and safeguards.

Information sharing/recipients/3rd party processors

We may share personal information about you with the following types of organisations:

- Social Services
- Nursing Homes
- Domiciliary Care Agencies
- Voluntary and Community Services
- NHS Provider Organisations
- GP Practices

Sources if not obtained from data subject

As well as information collected directly from you, we also obtain or receive information from:

- General Practitioners
- NHS Provider organisations
- District Nursing
- Social Services
- Nursing Homes
- Domiciliary Care Agencies
- Families

Data Transfers beyond EEA

No we do not transfer any data outside the European Union

Automated Decisions

N/A for this service:

- All the decisions we make about you involve human intervention

Data retention/criteria

Our Retention Schedule is in accordance with the IGA Records Management Code of Practice for Health and Social Care 2016 which can be found on the CCG or NHS Digital Website.

Rights of individuals

A guide to exercising your rights can be found on the CCG website.

This guide also includes information about:

- contacting our Data Protection Officer
- raising a concern with us, or
- making a complaint to the Information Commissioner

Updates (notice)

We may update or revise this Privacy Notice at any time so please refer to the version published on our website for the most up to date details.