

## Privacy Notice

The Data Controller of the personal information being collected and processed is **Dumfries and Galloway Council**. This privacy notice will inform you why we collect your personal data, how long we will keep your data, the intended processing of your data and any other information which will make the processing of your data fair, lawful and transparent. Should the Council intend to process your data for another reason which is not specified in this notice or for statutory functions; the Council will contact you to provide information.

### Dumfries and Galloway Council Contact Details:

Address: Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [contact@dumgal.gov.uk](mailto:contact@dumgal.gov.uk)

Telephone: 0303 333 3000

### Data Protection Officer's Contact Details:

Address: Data Protection Officer, Dumfries and Galloway Council, Council Headquarters, English Street, DG1 2DD

Email: [dataprotection@dumgal.gov.uk](mailto:dataprotection@dumgal.gov.uk)

Telephone: 01387 260315

#### Why are we collecting your data?

- We need to collect your personal information in order to assess how much you have to pay towards your care package or placement in a care home.

#### What personal information are we collecting from you?

- The Council need to collect from you:
- National Insurance Number
- Financial details
- Benefit entitlement details
- Disability related expenses

#### What is the legal basis for collecting your data?

- Where ever the Council processes personal data, we need to make sure we have a legal basis for doing so in data protection law. The Council understands our legal basis for processing personal data in relation to your application is that it is a legal obligation. This information is required to assess any charges under the National Assistance (Assessment of Resources) Regulations 1992 for residential care and the Council's Non Residential Community Care Charging Policy for non residential care.

As the data we collect is a statutory, contractual requirement or necessary to enter a contract, if you do not provide your personal details the following may happen:

- Should you not provide personal details you will be liable to pay the full cost of any chargeable care you receive.

#### What will we do with your information?

- Calculate whether you have to contribute towards the cost of your placement in a care home or any non residential community care you receive.
- **We may also share your information (if required) with;**
- Social work to ensure that you are charged correctly
- Revenues and Benefits Services to ensure that you are getting the correct entitlement to Housing Benefit and are charged the correct amount of Council Tax
- The Department of Work and Pensions regarding any ongoing benefit claim relating to you or your household.

#### How long will your data be stored in the Council?

- Your information will remain on our system while we assist you with help towards your care charges and for a period of 6 years after that.

#### How will we secure your data?

- To keep your data secure, your data will be held on a password-protected network; with access restricted to staff that have a business need to access your data.

#### Your Individual Rights

##### You have the:

- Right to be informed
- Right to access
- Right not to be subject to automated individual decision-making, including profiling
- Right to object or restrict processing
- Right to data portability
- Rights to correction and deletion

#### Your responsibilities

- To contact the data controller (Dumfries and Galloway Council) to update your information if it changes.

Should you wish to lodge a complaint, provided are the details of the supervisory authority; the Information Commissioner's Office (ICO):

Address: Information Commissioner's Officer, Wycliffe House, Water Lane. Wilmslow, Cheshire

Telephone: 0303 123 1113