

Northamptonshire County Council CareFirst Privacy Note

Why do we collect personal data about you?

We collect personal data from you so we can provide adult social care services to you; to monitor our work; to report on progress made; and to let us fulfil our statutory obligations and statutory returns as set by the law.

How we protect and use your personal data

All personal data we collect from you complies with the data protection principles, as stated in the Data Protection Act 1998 (DPA) and NCC's Data Protection Registration with the **Information Commissioner's Office**; for full list please check this website: <https://ico.org.uk/ESDWebPages/DoSearch?reg=165079>

The personal data we collect may be held as an electronic record on data systems managed by Northamptonshire County Council (NCC) or as a paper record. The records are only seen by staff who need the personal data so they can do their job. The security of the data follows NCC policies on Information Management.

We make every effort to keep your personal data accurate. If you tell us of any changes in your circumstances, we can update the records with the personal data you choose to share with us.

We will keep the personal data for no longer than is necessary. Sometimes, the law sets the length of time personal data must be kept.

Sharing personal data

So we can provide the right services at the right level, we may share your personal data within county council services or with relevant organisations in line with NCC data registration, please see link above. Where this is necessary we will comply with all aspects of the Data Protection Act 1998.

Your rights

You have the right to ask us to stop processing your personal data in relation to any council service. However, this may stop us delivering a service to you. Where possible, we will do as you ask, but we may need to hold or process personal data to comply with a legal requirement.

If you find that the personal data that we hold is no longer accurate, you have the right to have this corrected. Please contact the service holding the personal data or our Customer Services Centre for this.

Further information

If you would like further information about the personal data we hold or if you have a complaint about how your personal data has been used, please contact **the Freedom of Information and Data Protection Team**, Northamptonshire County Council, County Hall, Northampton, NN1 1ED; dataprotection@northamptonshire.gov.uk.

To be signed by the customer

I confirm that I have read and understood the above statement.

I agree that, by using your services, I am accepting the terms of this Privacy Notice and consenting to the collection, use, disclosure and retention of my personal information as described in this Privacy Notice.

Customer Name:

Signature:

Date:

To be signed by the customer's representative/advocate

I confirm that I have read and understood the above statement.

I agree that, by using your services, I am accepting the terms of this Privacy Notice and consenting to the collection, use, disclosure and retention of my personal information as described in this Privacy Notice.

Name:

Signature:

Date: