

## Your Personal Information and how we use it.

Sunderland City Council's Financial Safeguarding Team needs to collect information about you to help us provide you with the best possible care and support, and to ensure your safety and wellbeing.

We will only use information collected lawfully in accordance with the General Data Protection Regulation (GDPR) and future UK Data Protection legislation.

We will not use any information we hold about you for any purpose other than that for which it was collected, unless we have obtained your consent beforehand.

### What information do we collect?

We collect information about you and your social care needs, which includes your financial and property affairs. This enables us to provide the appropriate support that you require, and to ensure your safety and wellbeing. This information may be recorded in writing, or electronically on a computer, or a mixture of both.

The type of information we will collect:-

- Personal information (such as name and address, next of kin)
- Your assessed care and support needs
- Health conditions
- Religious or similar beliefs
- Racial or ethnic origin
- Information that you wish to share with us about your life and personal aspirations to help us provide you with appropriate care and support
- Any safeguarding concerns about you
- Appropriate financial information

### How is the information we collect used to help you?

The information we collect may be used to help you in the following ways:

- Health and social care professionals need accurate information about you to assess your needs, and to plan and deliver the care you require
- To assess the type and quality of care you have received
- To safeguard you against any forms of abuse
- To ensure any concerns can be properly investigated if you are unhappy with the care or support that you have received

### Do we share information about you with anyone?

There are times when it will be appropriate for us to share relevant information with other agencies to help us work together for your benefit. We may share your

information with the following main partners, and they may share it with us to support your care:

- GPs
- NHS Authorities
- Sunderland Care and Support
- Independent Providers of Social Care
- Department of Health
- Court of Protection and Office of the Public Guardian
- Police
- Banks and Building Societies
- Advice agencies
- Utility providers
- DWP (Department of Work and Pensions)

We do not share information about you with anyone without your consent unless the law requires or allows us to do so. We will always seek your positive consent to share information if there is no legal basis to share.

In all cases where we must pass on information, we will only share the minimum amount of information required and will use the most secure method to transfer; wherever possible data will be pseudonymised (i.e. does not identify you personally) or encrypted.

## The lawful basis on which we use this information

We need to collect and use your personal data in order to comply with the relevant legislation for providing health and social care to you. This legislation includes the:

- Health and Social Care Act 2012
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Mental Health Act 1983
- Public Health (Control of Disease Act) 1984
- Mental Capacity Act 2005
- The Court of Protection Rules 2007

Our lawful basis for processing is therefore as we have a statutory obligation as defined by Article 6(1)(c) of the General Data Protection Regulation (GDPR).

Some of the information we need to hold is classed as special category information - primarily ethnicity, gender and any health conditions. Our lawful basis for processing this data is provided by Article 9(2)(h) of GDPR - the provision of health or social care.

## How we look after your information

All information is held securely with physical, organisational and electronic access controls to ensure it is secure both at rest and when in transit.

## How long we will look after your information

We will keep information in line with Sunderland City Council's [Retention Schedule](#) for the Financial Safeguarding Team and we will only keep it as long as we need it. When we no longer need your information it will be destroyed securely by deletion of electronic records and shredding of paper files.

## Requesting access to your personal data

You can find out if we hold any personal information about you by making a 'subject access request' under the General Data Protection Regulation.

In addition, you have the right to request the rectification or erasure of your personal data, and to object to, or request restriction of, processing your data.

If you have any concern about the way we are collecting or using your personal information, we request that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

<https://www.sunderland.gov.uk/information-charter>  
<https://www.sunderland.gov.uk/data-protection>

## Contact Us

Data Protection Officer  
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Civic Centre  
Sunderland  
SR2 7DN

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