

## **Privacy Notice**

### **Placements with Supported Accommodation Providers**

In order to comply with articles 13 and 14 of the General Data Protection Regulation (GDPR), where personal data relating to a data subject is collected, Lancashire County Council (LCC) would like to provide you with the following details.

### **Identity and Contact Details of the Data Controller**

- Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, Lancashire, PR1 8XJ

### **Contact Details of the Data Protection Officer**

- Our Data Protection Officer is Paul Bond. You can contact him at [dpo@lancashire.gov.uk](mailto:dpo@lancashire.gov.uk) or Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, Lancashire, PR1 8XJ

### **Purposes for Processing**

ART (Access to Resources Team) is a team within Lancashire County Council who are responsible for sourcing placements for Young People aged 16 and above with Supported Accommodation Providers.

The Team therefore have to send personal details of the Young People to providers on a daily basis. These providers are able to provide accommodation for young people and are agencies with whom LCC has a contract.

### **Category of Personal Data being Processed**

- a) Personal data (information relating to a living, identifiable individual)
- b) Special category personal data (racial, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation)

### **Legal Basis for Processing Personal Data**

The legal basis for processing your personal data, in accordance with Article 6 (1) of GDPR is:

- a) Consent: the individual has given clear consent for you to process their personal data for a specific purpose.

### **Legal Basis for Processing Special Categories of Personal Data**

The legal basis for processing your special categories of personal data, in accordance with Article 9 (2) of GDPR is:

- a) The data subject has given explicit consent to the processing of this personal data.

## **Recipients of the Data**

Supported Accommodation providers

## **Information we Share**

Referral forms are sent via e-mail and mail encrypted but NOT anonymised.

A standard Referral form is used which includes identifiable information, including LCS User number, date of birth, gender, religion, a brief overview of health needs and ethnic origin.

Case information (historical information) is also contained within the referral form.

- Name
- Address
- Age/DOB
- Gender
- Ethnic Origin
- Disability
- Sexual Orientation
- Transgender status
- Religion
- Housing History including current/previous addresses, length of stay and tenure type
- Homelessness Status
- Education records
- Employment records
- Offending History and Status
- Safeguarding History
- Social Care Status/History
- Children's Services involvement/status
- Care Leaver Status/History
- Medical records
- Hospital and other medical practitioner correspondence
- Prescription and medication information
- Statutory Mental Health Services Status
- Substance Misuse Services History
- Service Application Date/Start Date/End Date
- Length of stay in service
- Type/Source of referral
- Details of presenting/assessed needs
- Details of your move on accommodation destination including type of housing, address, tenure, local authority area in which you were re-housed.

## **Any Transfers to Another Country**

No

## **Retention Periods**

Lancashire County Council will only store your information for as long as is legally required or in situations where there is no legal retention period they will follow established best practice.

File Type	Description	Retention Period
Email	Emails held in Outlook that haven't been exported or moved elsewhere.	1 year from the date received and then automatically deleted.
Children Looked After	The arrangements for Placement of Children (General) Regulations 1991 and the Children's Homes (Amendment) Regulations 2011	Files of children who are looked after, or who cease to be looked after, before the age of 18 years, should be retained completely intact until the 18 birthday is reached.  75 years from date of birth or if the child has died before reaching 18 years, for the period of 15 years from the date of death or when the age of 18 would have been achieved, whichever is the later.

## Your Rights

You have certain rights under the General Data Protection Regulation (GDPR), these are the right:

- to be informed via Privacy Notices such as this.
- to withdraw your consent. If we are relying on your consent to process your data then you can remove this at any point.
- of access to any personal information the council holds about yourself. To request a copy of this information you must make a subject access request in writing. You are entitled to receive a copy of your personal data within 1 calendar month of our receipt of your subject access request. If your request is complex then we can extend this period by a further two months, if we need to do this we will contact you. You can request a subject access request, either via a letter to Information Governance Team, address below.
- of rectification, we must correct inaccurate or incomplete data within one month.
- to erasure. You have the right to have your personal data erased and to prevent processing unless we have a legal obligation to process your personal information.
- to restrict processing. You have the right to suppress processing. We can retain just enough information about you to ensure that the restriction is respected in future.
- to data portability. We can provide you with your personal data in a structured, commonly used, machine readable form when asked.

- to object. You can object to your personal data being used for profiling, direct marketing or research purposes.
- in relation to automated decision making and profiling, to reduce the risk that a potentially damaging decision is taken without human intervention.

If you want to exercise any of these rights then you can do so by contacting:

Information Governance Team  
Lancashire County Council  
PO Box 78  
County Hall  
Preston  
PR1 8XJ

Or e-mail: [dpo@lancashire.gov.uk](mailto:dpo@lancashire.gov.uk)

To ensure that we can deal with your request as efficiently as possible you will need to include your current name and address, proof of identity (a copy of your driving licence, passport or two different utility bills that display your name and address), as much detail as possible regarding your request so that we can identify any information we may hold about you, this may include your previous name and address, date of birth and what council service you were involved with.

### **Further information**

If you would like more information about this specific project then please contact Talha Wadee ([Talha.wadee@lancashire.gov.uk](mailto:Talha.wadee@lancashire.gov.uk))

For more information about how we use personal information see Lancashire County Council's full [privacy notice](#).

If you wish to raise a complaint on how we have handled your personal data, you can contact the Information Governance team who will investigate the matter.

Lancashire County Council, PO Box 78 County Hall, Fishergate, Preston, Lancashire, PR1 8XJ or email: [dataprotection@lancashire.gov.uk](mailto:dataprotection@lancashire.gov.uk)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the [Information Commissioner's Office \(ICO\)](#).