



From mountain to sea

Privacy Notice

Care Home and Very Sheltered Housing

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: dataprotection@aberdeenshire.gov.uk

Your information is being collected to use for the following purposes:

- To be able to provide round the clock care and support to people who have an assessed need for the service, including respite.
- Provide help with personal care and everyday activities.
- Provide help with continuing your social and leisure pursuits and developing new interests.
- Provide specialist nursing care where required.
- Provide support to access additional services including, but not restricted to, GP, chiropodist, speech and language therapist and occupational therapy.
- Data collection for the purpose of statistical reporting.

Your information is being collected by Aberdeenshire Council.

The Legal Basis for collecting the information is:

Personal Data		Special categories of personal data	
Consent		The data subject has given explicit consent to the processing	
Performance of a Contract		Processing is necessary for the purposes of carrying out the obligations of the controller or of the data subject in the field of employment, and social security and social protection law	
Legal Obligations	X		
Vital Interests		Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is	x



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		physically or legally incapable of giving consent	
Task carried out in the Public Interest		Processing relates to personal data which are made public by the data subject	
Legitimate Interests		Processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity	
		Processing is necessary for reasons of substantial public interest	
		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	x
		Processing is necessary for reasons of public interest in the area of public health	
		Processing is necessary for archiving purposes in the public interest , scientific or historical research purposes or statistical purposes	

Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:

Aberdeenshire Council has a duty of care and failure to provide relevant information may affect the type of care or support you receive.



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Your information will be shared with the following recipients or categories of recipient:

Where relevant:

- Department for Work and Pensions (DWP)
- National Health Service (NHS)
- Relevant Local Authorities
- Approved Care and Support Service Providers
- Regional Communication Centre (RCC) (Very Sheltered Housing only)
- Relevant Third Sector Organisations
- Care Inspectorate
- Police Scotland
- Scottish Fire and Rescue
- Scottish Government
- Audit Scotland, including National Fraud Initiative
- TV Licencing Authority

Your information will be transferred to or stored in the following countries and the following safeguards are in place:

Not Applicable

The retention period for the data is:

Your information may be stored on our social care information systems.

Care Files

- Last Action + 5 years
- Deceased + 3 years

Medication records

- Current + 3 years

Diary for Year

- Current + 1 year

The following automated decision-making, including profiling, will be undertaken:

Not Applicable

Please note that you have the following rights:

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);



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- to request access to your personal data;
- to object, where the legal basis specified above is:
 - (i) Performance of a Public Task; or
 - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
 - (i) Consent; or
 - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.