

Privacy Notice Durham County Council Disabled Registrations

This Privacy Notice explains how we use and share information. We will continually review and update this privacy notice to reflect changes in our services and feedback from service users, as well as to comply with changes in the law.

Who we are and what we do

Under Section 77 of the Care Act 2014 Durham County Council may establish and maintain one or more registers for disabled adults living in the authorities area and has a responsibility for and implementing administrative and assessment in accordance with the governing legislation contained in [the Equality Act 2010](#).

Further information on how to apply to be registered as disabled person is available on the [Durham County Council Website](#).

For the purposes of Data Protection, Durham County Council is the Data Controller for disabled registrations in County Durham.

What type of personal information do we collect and how do we collect it?

The following personal information is collected as part of a disabled registration application and assessment process:

- Name
- Address
- Contact Details
- Date of Birth
- National Insurance Number
- Information as to whether a companion is required in order to travel

The following special category data is collected

- Ethnicity
- Evidence to support automatic eligibility to be registered (e.g. blue badge holder, payment of qualifying disability allowances)
- Details of medical conditions affecting mobility, pain medication and assessment of walking ability

Information is collected by completion of an application form which can be submitted by post or by e mail. Supporting information in terms of other registrations or benefit allowances is also collected from you to evidence your eligibility.

Following your application, information may also be gathered from your GP as part of the assessment of your eligibility to be included on the register.

What is our lawful basis to obtain and use your personal information?

To enable us to provide services to you, it may be necessary for us to obtain relevant information and to share your personal information with others. To do so we will use the following legal basis for obtaining and sharing your information:

- processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;
- processing is necessary for the purpose of the legitimate interests pursued by the controller or by a third party

for special category data which is more sensitive information, we also rely on the following:

- Health and Social Care - we use it to deliver health or social care services

What is your personal information used for?

Durham County Council may use your information for the following purposes:

- For the administration and assessment of the disabled registration application in accordance with governing legislation.
- planning the provision by the authority of services to meet needs for care and support, and
- monitoring changes over time in the number of adults in the authority's area with needs for care and support and the types of needs they have
- to confirm eligibility for concessionary travel
- Ethnicity is gathered for equality monitoring

Will your personal information be shared?

Information may be shared where we are legally required to do so e.g. for the prevention and detection of crime.

Data may be used for statistical purposes in order plan adult care and support services in Durham and to monitor changes over time. Data used for this purpose will be anonymised so that you cannot be identified.

How do we keep your information secure?

The security of your personal information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information.

How long will we keep your information?

We must keep business records of our involvement with you. The type of service you receive will determine how long we have to keep your personal information.

Our [corporate retention guidelines](#) show how long we keep information for different services. Your records will be retained in accordance with the Adult and Health retention schedule as follows:

- for three years plus current year following the date of application or registration
- unsuccessful applications will be held 3 years plus current year following the date of application

Is your personal information processed outside of the European Economic Community (EEC)?

We do not process your personal data outside of the EEC

Marketing

At no time will your information be used or passed to others for marketing or sales purposes, or for any commercial use without your explicit consent.

What are your information rights?

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing; and
- to request your data to be ported (data portability).

If you wish to exercise your information rights, please contact our Data Protection Officer at DPO@durham.gov.uk or alternatively write to:

DPO,
Floor 4 Room 143-148,
Durham County Council
County Hall,
Durham
DH1 5UF

You also have the right to request a copy of the personal information council holds about you. To do this, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at dataprotection@durham.gov.uk

To learn more about these rights please see the [ICO website](#).

Further Information

Our Data Protection Officer (DPO) provides help and guidance to make sure we apply the best standards to protecting your personal information. If something goes wrong with your personal information, or you have questions about how we process your data, please contact our Data Protection Officer at DPO@durham.gov.uk or by calling 03000 268050

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113 (local rate) or 01625 545 745
Fax: 01625 524 510