

# DURHAM LOCAL SAFEGUARDING ADULTS BOARD - PRIVACY NOTICE

This Privacy Notice explains how the local Safeguarding Adults Board (SAB) uses and shares personal information for in order to carry out its statutory duties and responsibilities. This notice will be reviewed and updated annually or earlier if necessary to comply with changes in the law.

## **1. Who We Are and What We do**

Durham Safeguarding Adult Board (SAB) is a statutory body established in 2007. It is a partnership of local agencies with a dedicated chair and consists of senior representatives of all the key organisations that work together to safeguard and promote the welfare of vulnerable adults in County Durham. Support is provided to the SAB by a dedicated Business Unit.

The SAB also has responsibilities for organising safeguarding adult reviews, assuring appropriate training and maintaining the multi-agency safeguarding adult procedures in line with legislation and government guidance, publication of an annual report and strategic plan.

SAB Membership includes:

SAB Business Unit (including the Chair of the SAB)  
AGE UK County Durham  
Care Quality Commission  
County Durham & Darlington NHS Foundation Trust  
County Durham and Darlington Fire and Rescue Service  
Durham Community Action  
Durham Constabulary  
Durham County Council  
Durham Tees Valley Community Rehabilitation Company  
Healthwatch Durham  
HMP Durham  
Named GP  
National Probation Service  
New College Durham  
NHS England  
North Durham and Durham, Dales, Easington and Sedgefield NHS Clinical Commissioning Groups  
Tees, Esk & Wear Valleys NHS Foundation Trust  
Lay Members of the SAB

## **2. What type of personal information do we collect and how do we collect it?**

We may collect the following types of information

- Your name

- Your address
- Your date of birth
- Your email and contact telephone number
- Any relevant unique identifiers, such as National Insurance Number or NHS Registration Number
- Details of relatives/family members and/or appropriate representatives.
- Details of any safeguarding concerns related to any safeguarding adult review processes, and/or any related complaints.
- Other relevant detail relating to the course of safeguarding adult review processes for example, date of death
- Professional views and/or opinions in the course of safeguarding adult review processes.

We also collect the following special category data:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Health information
- Gender

## **How We Collect Personal Information**

We collect your Personal Data by using

- contact via telephone or email
- paper and electronic forms
- visits and discussions with you and others who may know you
- information received from partners or other professionals

### **3. What is our power to obtain and use the personal data?**

We must have a lawful basis to process personal data. If we need to we will do so for one of the following reasons -

- Public Task – processing is necessary for the performance of a task which is carried out in the public interest or in the exercise of official authority vested in the controller
- Legal obligation: Processing your data is necessary for us to comply with the law
- Legitimate interests: Processing your data is necessary for our legitimate interests or the legitimate interests of a third party unless there is a good reason for us to override those legitimate interests and protect your personal data.

If we need to process any “special category data” we will do so for the following reason –

- The provision of health or social care or treatment or the management of health or social care systems and services

- Processing your data is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with [Article 89\(1\) of the General Data Protection Regulations 2018](#).

#### **4. What is your personal information used for?**

We will use the information we have collected for the following purposes:

- To fulfil our statutory responsibilities in relation to organising and commissioning safeguarding adult reviews, and complying with the multi-agency agreed safeguarding adult's policy and procedures in line with legislation and government guidance.
- Provide you with our services, and to develop and improve those services
- To deal with any problems or complaints that arise in relation to your account;
- For assessment and analysis purposes to help improve the operation of our service
- To maintain safeguarding registers

#### **5. Will your personal information be shared?**

The partner agencies of the SAB have signed up to an [Information Sharing Agreement](#). Its aim is to facilitate more effective data sharing across Durham where this is needed to improve safeguarding or to enable each organisation to respond quickly to safeguarding needs.

We may also need to share information with national regulatory authorities and if this happens it will be through the provision of statutory powers held by those authorities.

National Organisations that may require us to share information:

- Care Quality Commission
- Ministry of Justice (For example, the Coroner's Office)

There are other times where we may need to share your information. These include:

- Where there is a serious risk of harm to you or to others
- Where there are concerns that an adult is at risk of harm or abuse or is experiencing harm or abuse
- For the prevention or detection of crime
- Where any legislative procedure requires us to share information about you

#### **6. How do we keep your personal 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.

Anyone who receives information from us is also under a legal duty to only use the information for the purposes agreed and keep the information secure and confidential.

Where we use data for the purpose of a safeguarding adult review or other review type(s), we will apply additional protection for your information where appropriate.

## **7. How long will we keep your personal information?**

After we deliver a service to you, we have to keep your information as a business record of what was delivered. The type of service you receive will determine how long we have to keep your information.

For Safeguarding Adult Reviews, records are kept in line with Adult Social Care guidance, and are held for 20 years from date of case closure (date of last contact) or 8 years after the death of an adult.

Retention of Adult Protection information is in line with the above and in accordance with the adult social care file.

## **8. Is your personal information processed overseas?**

We do not usually process your personal data outside of the EU.

## **9. Marketing (if applicable)**

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

## **10. What are your Information Rights?**

It is important to us that you understand that your Information Rights are set out in the law and, subject to some legal exceptions, you have the right to:

- request a copy of the personal information the council holds about you
- have any inaccuracies corrected;
- have your personal data erased;
- place a restriction on our processing of your data;
- object to processing;

**If you wish to exercise your information rights, please contact us at**

[sabsecured@durham.gov.uk](mailto:sabsecured@durham.gov.uk) or alternatively write to:

Local Safeguarding Adults Board,  
Floor 4 Room 129-134,  
Durham County Council  
County Hall,  
Durham  
DH1 5UF

If you would like to learn more about these rights you can access further information from the [Information Commissioners Office website](#).

## **Further Information**

We try 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 us at [sabsecured@durham.gov.uk](mailto:sabsecured@durham.gov.uk) or by calling 03000 268870.

Or you can contact our Data Protection Officer who can be contacted at [DPO@durham.gov.uk](mailto:DPO@durham.gov.uk).

If we have not been able to deal with your query, 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