



**Your Life
Your Choice**
care and support designed with you



Direct Payments

General Data Protection Regulation (GDPR)

To find out how Durham County Council will store and use data about you, our Adult and Health Services Privacy Notice can be found at the following link:

<https://www.durham.gov.uk/media/24873/Privacy-notice-adult-care/pdf/PrivacyNotice-AdultCare.pdf>

GDPR for Employers

As an employer it is important that you ensure the privacy of data is taken seriously. You may be aware of the **General Data Protection Regulation (GDPR)** which is a regulation on data protection and privacy.

To ensure you are compliant with GDPR we recommend that you provide your employees with a record of data processing activities document and an employee data privacy statement. If these have not already been provided you can contact us for a copy.

It is important that you read and understand the record of Data processing activities document. To ensure you comply with this you must confidentially destroy any personal information regarding employees 7 years after their contract comes to an end. You should also dispose of any unsuccessful applicant's information within 12 weeks e.g. application forms.

For further GDPR advice around your responsibilities as an employer, please call the employment law advice service connected to your insurance company quoting your policy number:

- Peninsula (Fish Insurance) – Tel: 0844 8922 772
- MSL (Premier Insurance) – Tel: 0161 6032 167

For information around how the Direct Payments Team stores the information of employees, you can visit the following link:

<https://www.durham.gov.uk/media/24883/Privacy-notice-direct-payments/pdf/PrivacyNotice-DirectPayments.pdf?m=636634619644870000>

You can also contact us for a copy of any of the documents mentioned above.

For more information about Direct Payments, visit our website:

www.durham.gov.uk/directpayments

Please ask us if you would like this document summarised in another language or format:

Email: directpayment@durham.gov.uk Telephone: 0300 268 200