

# Durham County Council North East Associated Directors of Adult Social Services Privacy Notice

This Privacy Notice tells you about what information we collect about you, how we use that information and who we share it with.

## **Who we are and what we do**

North East Associated Directors of Adult Social Services (NE ADASS) have been directed by the Department of Health and Social Care (DHSC) to act as a central email point to support displaced International Recruits. The service will signpost applications to host Local Authorities who will assess your application and direct you to job introductions and pastoral support where required.

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

We may collect the following types of personal data:

- Your name
- Home address
- Email address
- Telephone number
- Employee status
- Employer name
- Secondary employer
- Support needs
- Sponsorship number from UKVI

NE ADASS will be utilising email for information collation approaches only.

We collect information about you in the following ways:

- We will collect your personal data by using a Microsoft electronic form.

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

We must have a lawful basis to process personal data. If we process special category data, we need to have one condition from Article 6 and one from Article 9 of the General Data Protection Regulations 2018.

Lawful Basis (Article 6)

- a) 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.

Conditions from Article 9

Conditions for processing special category data are listed under Article 9

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

To provide your details to the Local Authority listed below.

- Darlington Council
- Durham County Council
- Gateshead Council
- Hartlepool Council
- Middlesbrough Council
- Newcastle City Council
- North Tyneside Council
- Northumberland Council
- Redcar and Cleveland Council
- South Tyneside Council
- Stockton Council
- Sunderland City Council
- Cumberland Council

Where you reside to support with:

- To provide you with signposting to services for job introductions.
  - To provide you and any dependents under the age of 18 with signposting to pastoral support as required.
  - To collate data for purposes of an evaluation on how many contacts we receive from the region.
- And
- Facilitate job introductions and support to you

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

The Department of Health and Social Care have requested that recruitment regions develop and provide details of a central mailbox for displaced international recruits to facilitate job introductions this information is to be passed from NE ADASS to one of the relevant 13 Northeast local authorities where the applicant resides. The local authority will then provide details of the job introduction service and signpost to the relevant pastoral care service. NE ADASS will securely keep your information for three years.

Agencies we might share the information with:

Other local authorities if information pertains to concerns around individual welfare or concerns are raised around potential employee malpractice.

## **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.

Examples of our security include:

- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it.
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong.
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches).

## **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 will determine how long we have to keep it. Our corporate retention guidelines [Durham County Council - Information Retention Guidance](#) show how long we keep it for different services. This ranges from months for some records to decades for more sensitive records. The retention periods for this service are three years.

## **Personal information processed overseas?**

There are no plans to process this overseas, if we do, we will inform you.

## **Marketing**

At no time will your information be passed to organisations external to us and our partners for marketing or sales purposes or for any commercial use without your prior express 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:

- 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; and
- object to processing.

To exercise your rights, you can apply on line or download an application form from the [DCC website](#) or you can contact the data protection team at [inforights@imt.durham.gov.uk](mailto:inforights@imt.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](mailto:DPO@durham.gov.uk) or [write to:](#)

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

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