PRIVACY NOTICE

Adult Social Care – Adult Unpaid Carers

Who we are

Moray Council, Council Office, High Street, Elgin, Moray, IV30 1BX, moray.gov.uk 01343 543451, is a Local Authority established under the Local Government etc. (Scotland) Act 1994. Moray Council are the Data Controller of the personal data being collected. Health and Social Care Moray is the Partnership between Moray Council and NHS Grampian to deliver health and social care services for Moray.

Why we are collecting your personal data

The Council have contracted Quarriers Carer Support Service (Moray) to provide services to Unpaid Carers including providing information, advice, support and guidance.

Unpaid Carer Registration Form

When you complete the Unpaid Carer Registration Form, to register as an Unpaid Adult Carer, personal data will be collected about you. The form will ask for data including your:

- Name, date of birth, gender, communication needs, email address, phone number, employment status, and information about the care you provide, including its impact on you.
- Equality and Diversity data, which is optional and includes: nationality, sexual orientation, ethnicity, and religion.

The form will also ask you for details about the person(s) you care for, including their name, date of birth, gender, ethnicity, religion, relationship to you and details of their health/medical issues. This should only be given with their consent.

Adult Carer Support Plan (ACSP)

When you are registered as an Unpaid Adult Carer, you will be offered and supported to have an Adult Carer Support Plan (ACSP).

The personal data that will be gathered on the ACSP includes your:

- Name; contact details (address, email address, telephone number); date of birth; relationship to the person you care for; ethnicity; health information, and information about the impact that caring has on your life (including your finances, life balance, living environment, and your employment and training).

The ACSP will also ask you to provide personal data about the person(s) you care for, including their:

- Name; age group; ethnicity; CareFirst number; details of where they live; whether they have had a care needs assessment and/or an occupational therapy assessment, and information about their care needs, including any medical conditions. The ACSP also asks about any appointed representative arrangements for the cared for person.

You will be given a copy of your ACSP, and, a copy will be added to an electronic case management system, which will be kept up to date with any changes. Although every Unpaid Adult Carer is entitled to an ACSP, you don't have to have one if you don't want to.

Unpaid Adult Carer Referral Form

When an Unpaid Adult Carer Referral form is completed, personal data about the person being referred, the cared for person, and the person completing the referral form will be captured. The details captured include:

Referred person (submitted with consent):

- Name, address, date of birth, email address, phone number, and reason for referral.

Cared for person (submitted with consent):

- Name, date of birth/age, relationship to carer, and condition or circumstances of the cared for person.

Person completing the form:

- Referrer's name, role/position, organisation they work for, contact number, and email address.

Quarriers Carer Support Service (Moray) are contracted by the Council to provide an unpaid carers support service and will contact the Unpaid Carer upon receiving a referral form.

Mailing Lists

The Council has a responsibility under the Carers (Scotland) Act 2016 to involve Unpaid Carers and persons representative of carers in the carer services we provide. Carer involvement is a key principle of the 2016 Act. As such, when you complete the Unpaid Carer Registration Form, you will receive newsletters, consultation engagement opportunities, and emails/mail from the Council, or from Quarriers (Carers Support Service (Moray)) on the Council's behalf, with updates and information relevant to your Unpaid Caring role.

Personal data we collect from other sources

We will receive information about you from our commissioned service provider – Quarriers Carer Support Service (Moray). We will receive personal data, such as names, addresses and contact information via completed Registration and Referral forms. Forms will also include reasons for a referral and information about the cared for person(s).

Personal data you give us about other people

The Carer Registration Form and ACSP will ask for information about the person(s) you care for. Please let them know that you've provided their information to the Council and

our contracted service provider (Quarriers Carer Support Service (Moray)) for these purposes.

If you have provided, or have been asked to provide, someone else's personal data for a specific purpose, for example as an emergency contact, if reasonable to do so then please make sure that you have told them that you have given their personal data to us for this purpose.

Our legal basis

Whenever the Council processes personal data we need to make sure we have a legal basis for doing so. We understand the Council's legal bases in data protection law to be Article 6(1)(e) of the United Kingdom General Data Protection Regulation (UK GDPR) because your personal data is necessary for the performance of a task carried out in the public interest, and, Article 6(1)(c) - as the processing is necessary for the Council to comply with its legal obligations. Moray Council has a statutory duty under the Social Work (Scotland) Act 1968 to carry out needs assessments for people we think may require care services, and we have a general duty to promote social welfare by providing advice, guidance, and assistance. We also have a duty under the Carers (Scotland) Act 2016 to provide an Unpaid Carers Service.

Personal data that counts as 'special category data', such as data about health, ethnicity and religion, must satisfy extra conditions when processed. We understand our legal basis in data protection law for processing this special category data to be Article 9(2)(h) of the UK GDPR and Schedule 1, Part 1, Paragraph 2 of the Data Protection Act 2018; as the processing is necessary for the provision of health or social care or treatment, or the management of health or social care systems and services.

Who we share your personal data with

Your personal data will be shared with Quarriers Carer Support Service (Moray), the Council's commissioned service provider for this process. We make sure that they process personal data appropriately through our contractual arrangements with them. For more information on how Quarriers Carers Support Service (Moray) process personal data, please see the Privacy Policy available on their website here: https://carers.quarriers.org.uk/privacy-policy/.

Under the Public Bodies (Joint Working) (Scotland) Act 2014, Local Authorities and Health Boards are required to work together to integrate health and social care services. As we work together with NHS Grampian to deliver integrated services through Health and Social Care Moray, your data may be shared with NHS Grampian. This Partnership is overseen by the Moray Integration Joint Board.

The Council shares data about Unpaid Carers with Public Health Scotland, and with the Scottish Government annually via the Carers Census. Further information is available on the Scottish Government website: https://www.gov.scot/collections/carers-census/.

Personal data may be shared internally with authorised officers of the Council if having access to personal data is a necessary part of their roles to ensure records are accurate and up to date. It may also be shared with other relevant Council Services where applicable.

The Council may share this personal data with other relevant Council Services and third parties, where we are under a legal obligation to do so. For example, this may be with Police, Social Security Scotland, UK Border Agency or other Registered Professional Bodies.

The Council is required by law to protect public funds against fraud. It may share personal data with other relevant Council Services and third parties responsible for auditing and administering public funds, or who otherwise have responsibility for preventing and detecting fraud.

How long the personal data is held for

Your personal data will be securely stored by Moray Council for a pre-determined length of time. Information is only kept for the minimum amount of time necessary. We maintain a record retention schedule which sets out how long we retain different types of personal data. This is available on our website: www.moray.gov.uk/RetentionSchedules (under Section 5 of the Records Management Plan).

The Council stores information within the UK.

Please Note: Where we hold information that relates to children that have been in residential care, or looked after by Moray Council (or any of our predecessor bodies) between the year 1930 and the present day, we are currently not destroying any of our records. This is due to the ongoing Scottish Child Abuse Inquiry, investigating the abuse of children in Scotland who may require to use this information as part of the Inquiry. This will be the case until we receive further notification from the Inquiry.

Your rights

Moray Council is the Data Controller for this personal data. You have legal rights about the way the Council handles and uses your personal data. These include the right to ask for a copy of it, to ask us to correct it and to ask us to stop doing something with your personal data.

As so far as the legislation permits, you also have the right to request the deletion of your data, and to object to the processing.

For more information about these rights, please see the Information Management pages on the Council's website here: www.moray.gov.uk/InformationRights. Alternatively, email the Council's Data Protection Officer at: IG@moray.gov.uk

If you have a concern about the way the Council has handled your personal data, you can make a complaint to the Council's Data Protection Officer in the first instance; an e-form is available on the Council's website here: www.moray.gov.uk/Complaints

You also have the right to make a complaint to the Information Commissioner's Office. They are the body responsible for making sure organisations like the Council handle your personal data lawfully.

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113 Website: https://ico.org.uk/
Online: https://ico.org.uk/make-a-complaint/data-protection-complaints/